

**Hilmar Christian Children's Center Director**  
Hilmar Covenant Church  
Hilmar, CA 95324

**Description :** The Director of HCCC is responsible for all aspects of establishing and operation of a quality Christian-based, child-centered program for children pre-school – middle school, which exhibits a welcoming and friendly environment. This includes planning and implementing the overarching mission and vision of the Center; developing, maintaining, and leading the staff towards the established mission and vision of the Center. The Director will be responsible for the recruitment, evaluation, and discipline of staff; overseeing child enrollment processes, curriculum development, maintenance of budgets, record keeping, and maintenance of all State Licensing standards.

**Accountability :** The Director reports to, and is an *ex officio* member of, the HCCC Board.

**Type :** Full-time, (40+ hours/week)

**Compensation :** Salary and benefits commensurate with experience.

**Qualifications :**

- Meets state requirements and regulations
- Preferred : Possession of a Bachelor's Degree from an accredited college or university in Early Childhood Education, Child Development, Special Education, Elementary Education, or an equivalent.
- A minimum of 3 years experience in a leadership capacity in a Preschool or Child Care Center
- Experience and proficiency in evaluating, choosing, and implementing curriculum which complements elementary school standards
- Willingness and ability to engage in ongoing strategic ministry planning for the long-term health of the ministry
- Proficient computer knowledge (word processing, email, social media, etc...)
- Website maintenance knowledge preferred
- Demonstrated care for children and a commitment to the stated mission and vision of HCC
- Demonstrated knowledge of and responsibility for the creation of a safe and productive learning environment
- Communication skills, especially in interacting with teachers and with parents of students
- Demonstrated organizational skills
- Ability to function with a team
- Ability to maintain confidentiality
- Clear background check including fingerprinting, and a clear TB test
- First Aid and CPR certification required - training can be provided

**Duties and Responsibilities :**

- Overall responsibility for the day-to-day operation of the Center

- Overall responsibility for maintaining state and county standards and licensing
- Plan and conduct regular staff meetings and trainings
- Conduct annual performance evaluations
- Assume proper responsibility for the Christian nurturing of each child
- Assure that all students receive and practice sensitivity, clarity, and positive reinforcement
- Maintain confidentiality of both staff, and students
- Foster a healthy staff environment, including healthy communication
- Communicate clearly and frequently with parents about overarching curriculum, standards, and practices
- Communicate with parents about individual child development and/or difficulties
- Communicate with Hilmar schools about educational goals and practical details of the school program (state learning standards, bus schedules, etc...)
- Create a quality program that fosters both the child's discipleship with Christ and their overall learning
- Ensure supplies and equipment, as well as facility maintenance, is attended to
- Provide a safe environment for students, staff, and visitors
- Maintain accurate records and reports that fully meet state, county and other requirements
- Maintain accurate records regarding bookkeeping, student tuition, budget reports
- Maintain accurate records and reports upon request of Hilmar Covenant Church
- Facilitate state and county inspections
- Maintain the Center's image in the community as a friendly, welcoming, quality, and Christian organization that cares imminently for children
- Facilitate hiring, review, training, discipline, and if necessary dismissal of staff
- Attend monthly Board meetings
- Attend Hilmar Covenant Church (HCC) Council meetings as necessary
- Create and maintain a productive working relationship with HCC, operating as a ministry of the church
- Create and maintain a productive and working relationship with the Stewardship Committee at HCC in terms of facility maintenance and budgets
- Work with the pastor at HCC to create and foster a deeper and deepening relationship between HCCC and the HCC congregation
- Meet with Board Chair on a regular basis
- Work together in cooperative relationship with the Board to assure the ministry of the Center
- Work with Board to recruit both community and church members to fill vacant seats for HCCC Board on a yearly basis
- Attend a minimum of 25 hours of continuing education each year focused on Early Childhood Education, and/or Leadership and Management of Organizations. A fun for continuing education will be provided.

**Contact :** Please forward CV with letter of interest to :  
 Beth Walker, Hilmar Covenant Church : [bwalker@hilmarcovenant.org](mailto:bwalker@hilmarcovenant.org)  
 Hilmar Covenant Church contact : 209.668.0400