



Killearn

METHODIST CHURCH

Position Description

Director of Killearn Kids Camps

This is a full-time position not exempt from the requirement for paid overtime.

Basic Job Function

Plan, organize, and coordinate activities for the after school and summer camp programs. Ensure these programs provide children, from diverse house-holds and socio-economic backgrounds, with positive learning experiences in a fun, nurturing, and safe Christian environment.

Specific Responsibilities

- Maintain Association of Christian Schools International (ASCI) accreditation and ensure compliance with Florida Department of Children and Families (DCF) requirements.
- Develop an annual budget and operate within that budget.
- Manage accounts receivable and payable, confirm and allocate deposit reports, and keep tuition accounts up-to-date.
- Recruit, interview, hire, train, and schedule staff.
- Ensure new staff receive required training in childcare and transportation safety.
- Maintain up-to-date required documents such as fire drill logs and children's vaccine, staff training, and fingerprint records.
- Provide curriculum and, when needed, lead chapel and Bible classes.
- Encourage an atmosphere of love and respect for children and staff.
- Conduct staff meetings and attend Children's Council meetings.
- Respond promptly to concerns of parents and children.
- Build community relationships to promote the afterschool and summer camp programs.

- Create a fun, safe and nurturing program for children and their parents.
- Plan and organize all summer camp activities, field trips, schedules, etc.
- Locate certified drivers for the after school and summer camp programs.
- Complete an annual child/youth sexual abuse awareness training.

This position reports to the Director of Killearn Kids Ministries and supervises the after school program and summer camp staff. This position is associated with Children's Council.

Qualifications

- Fully committed to the mission of Killearn Methodist Church and to a life of discipleship consistent with Scripture and the Global Methodist Church.
- Well-rounded education and at least 2 years of related experience.
- Possess an ACSI childcare staff and director credentials
- Loves children
- Knowledge of age-appropriate activities with spiritual and Biblical emphasis
- Effective communication skills with children and adults
- Ability to develop and administer a budget
- Ability to organize and maintain records
- Ability to work well under pressure
- Completion of the 40-hour Florida DCF childcare training course
- Ability to maintain an ASCL accreditation

Compensation

The annual salary range for this position is \$_____ to \$_____. In addition, this position includes health insurance, holidays, vacation, and sick leave.

Florida is an "at will" employment state: employment can be ended at any time for any reason.

Special Notes

Must complete a Level 2 background screening before starting this position.

Last updated September 2024