

ST MATTHEW'S UMC, ANNANDALE VA, IS CURRENTLY SEEKING A ASSISTANT DIRECTOR OF OUR WEEKDAY SCHOOL AND CHILD CARE CENTER.

THIS IS A FULL TIME POSITION

St. Matthew's Weekday School is seeking a motivated, self-starting professional with a background in Early Childhood Education/Development to take on the role of Assistant Director in Annandale, VA. The position is full-time with an 8 hour shift that will depend on center needs. Hours for the position are conducted Monday through Friday. This is a year-round position.

Responsibilities include:

Reporting to the Center Director and overseen by the Weekday School Board. The Assistant Director will be expected to assist in providing and maintaining a safe, nurturing and developmentally appropriate program in accordance to all relevant Weekday School policies and procedures.

In addition, the Assistant Director will assume the following center responsibilities:

- Provides operational support to the Preschool Director.
- Acts as primary point of contact when Center Director is unavailable.
- Meets and greets current/prospective families, provides tours and curriculum enrollment information.
- Assists Preschool Director in implementing various strategies for boosting and maintaining enrollment.
- Organizes and participates in preschool events and activities. Including monthly staff meetings & board meetings.
- Establish positive working relationships and communicate effectively with staff, parents, children, and members of the community.
- Maintain confidential student files, including medical forms.
- Manage Weekday School Website, Facebook and Bright wheel.
- Performs all administrative and support duties as requested.

Desired Qualifications:

- Associates Degree in Early Childhood Education/Development minimum, Bachelor's Degree in Early Childhood preferred or degree in related field.
- 1+ years' administrative experience
- Familiarity with state and county child care regulations
- Strong leadership skills with the ability to manage staff
- Excellent written and oral communication skills

- Must demonstrate financial management and organizational skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Proficiency in Square Space, Social Media, and Brightwheel preferred
- Infant and Child CPR/First Aid certification a plus, but not required
- MAT Certification a plus, but not required
- Friendly and outgoing personality is a MUST!

To be considered, candidates should apply with a cover letter stating your qualifications and salary requirements in addition to your resume. Candidates that do not meet ALL requirements will not be contacted.

Send resumes to mplasters@stmatthewsumc.org.