



JOB DESCRIPTION

Title: Mothers Morning Out Program Director
Department: Formation / Family Ministry
Reports To: Family Ministry Lead
Pay Status: Full-time, 40 Hours

General Summary and Objective: The MMO Program Director is responsible for the health and management of the Mother's Morning Out (MMO) program. Primary responsibilities include providing high-quality childcare, leading the MMO staff, and managing and stewarding the MMO budget and resources. Effective oversight of these responsibilities should result in the growth of parents, kids, and staff Living and Loving Like Jesus.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide high-quality childcare that prioritizes development, spiritual formation, and partnership with parents and is aligned with the values and objectives for Family Ministry
- Lead and manage MMO staff
 - Hire and retain competent staff members
 - Coach staff members toward spiritual, emotional, and professional health, providing workshops and trainings, as needed
 - Manage the MMO staff schedule
 - Oversee MMO staff hours in payroll software
 - Reconcile hours worked to the schedule and approve timecards in payroll system
 - Complete and submit time reports to HR by established deadlines
- Create and oversee the yearly MMO budget and calendar
- Utilize Brightwheel as an effective communication, financial tracking, and data storage tool
- Serve as primary communicator with MMO families through Brightwheel
- Ensure necessary policies and procedures are established, documented, maintained, and updated
- Maintain high level of communication and collaboration with the Family Ministry Lead, Kids Director, and other Crossroads staff, as needed
- Maintain clean and organized spaces and resources in collaboration with Crossroads Kids and other ministries using the shared space.
- Plan and execute special events such as the Christmas program, graduation, end-of-year celebration, teacher meet and greets, theme weeks, and celebrations for staff

Additional Responsibilities:

- Provide timely responses to all communication from parents and church staff
- Maintain an up-to-date MMO Employee Handbook in collaboration with the Human Resource Lead and Family Ministry Lead

- Maintain an up-to-date MMO Parent Handbook
- Manage an effective onboarding process for new employees in partnership with HR
- Schedule and complete tours for prospective families
- Oversee and maintain enrollment for each program year
- Maintain positive relationships with outside ministries that share Crossroads Kids space (i.e. ECS, The Foundry, etc.)
- Attend Family Ministry meetings and 1-on-1 meetings with supervisor
- Attend monthly staff Chapel and staff meetings, as able
- Complete other duties as assigned by the Family Ministry Lead during programming breaks and summer; could include Sunday morning hours

Requirements (knowledge, skills, abilities, education, etc.)

- Fully committed follower of Jesus Christ
- Heart for children and desire to see them grow in their faith
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity
- Associate or bachelor's degree with experience in related field preferred
- Ability to demonstrate emotional intelligence, relational skills, sensitivity, and confidentiality in encounters with staff, parents, and kids
- Ability to set and achieve goals
- Ability to convey a positive, professional image
- Aptitude for building and maintaining a healthy staff team
- Demonstrated capacity to lead and administrate

Work Environment

This position operates in a childcare setting with children ranging in age from 6 months to 5 years. Additionally, there is time in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

Physical Demands

This job will require the employee to regularly talk, hear, and see. The employee will frequently stand; walk; get up and down off the floor; change diapers; clean; feed babies; and hold, lift, and carry children up to forty pounds. There could be movement of furniture and equipment to keep the work environment cleaned and maintained. The employee will need the mental capacity to recall information and multi-task.

Position Type/Expected Hours of Work

This position is a full-time, 40-hour position. Typical work schedule is Monday–Friday, 8:00 AM–4:00 PM. (Program hours are Monday – Thursday, 8:30 AM –12:30 PM during the school year.)

Travel

This position will require occasional in-town travel for errands, training, and field trips. There is also the possibility of out-of-town staff retreats.

Created: April 10, 2025

The statements listed are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.