



## **JOB DESCRIPTION**

**Title:** Mothers Morning Out Program Director  
**Department:** Formation / Family Ministry  
**Reports To:** Family Ministry Lead  
**Pay Status:** Part-time 29 Hours / Non-Exempt

**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
  - 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
- Ensure necessary policies and procedures are established, documented, maintained, and updated
- Maintain high level of communication and collaboration with the Family Ministry Lead and other ministry leaders, as needed
- Maintain clean and organized spaces and resources in collaboration with Crossroads Kids and other ministries using the shared space.

### **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.
- Other duties as assigned

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

- Fully committed follower of Jesus Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity
- High school diploma or GED with experience in related field
- 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 2 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 properly keep the work environment clean. The employee will need the mental capacity to recall information and multi-task.

**Position Type/Expected Hours of Work**

This position is a part-time, 29-hour position. Typical work schedule is Monday–Thursday, 8:00 AM– 2:00 PM. Remaining hours are flexible. (Program hours for are Monday - Thursday 8:45 AM -12:15 PM)

**Travel**

This position will require occasional in-town travel for errands, training and field trips.

*Created: October 20, 2024*

*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.*