

# **HOPE PRESBYTERIAN CHURCH**

## **7132 Portland Avenue South – Richfield, MN 55423**

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### *POSITION DESCRIPTION*

## **INTERIM DIRECTOR OF HOPE PRESCHOOL + KIDVENTURE**

### **Purpose**

To give short-term leadership and overall direction to Hope's Christ-centered preschool and Kidventure program and staff and uphold the purpose, goals, and standards of the ministry.

### **Characteristics and Qualifications**

- a) Personally committed to the Lordship of Jesus Christ demonstrated by prayer, devotional life, integrity, and accountability.
- b) A love for children as God's uniquely created individuals.
- c) Support the ministry and mission of Hope Church.
- d) Has the ability to give spiritual direction to the preschool and Kidventure staff, seeking to facilitate growth in their relationship with Jesus Christ.
- e) Embraces the multicultural, multiracial environment of the community as we seek to minister to the families in our community.
- f) College degree required. Must have qualifications for director and teacher of Kidventure and preschool program as required by the state of Minnesota.
- g) Strong communication and people skills.
- h) Flexibility and availability.
- i) Ability to build strong, caring relationships with staff, volunteers, parents, and kids.

### **Roles and Responsibilities**

#### Administration (45%)

1. Provide administrative leadership for Christ-centered preschool, extended-day, and Kidventure care programs.
2. Plan and authorize expenditures consistent within the financial parameters.
3. Oversee the financial and billing process. Collaborate with the Finance and Property committee on the business model for both programs.
4. Maintain family records using Kidventure and preschool software. Prepare and issue monthly income statements and records and receive monthly accounts payable.
5. Work with the Director of Facilities to ensure a safe and clean environment.
6. Responsible for all aspects of the program relating to enrollment including advertising, parent tours, Family Handbook and Open House. Serve as initial contact for families inquiring about the program.
7. Resolve problems with parents and/or staff in a timely and supportive manner.
8. Attend Servant Leadership Team (SLT+) and All Staff meetings

9. Complete a monthly report to the session.

#### Classroom Teacher (25%)

1. Provide daily classroom instruction as needed.
2. Organize and implement classroom activities and projects for Kidventure.
3. Lead in overall classroom management and discipline.
4. Provide a warm and welcoming presence for parent contact and communication. Show concern for children and their families.
5. Chaperone field trips.

#### Program Support (15%)

1. Plan programming for Kidventure during the program year and summer.
2. Plan in collaboration with teachers the curriculum development, production, and implementation of age-appropriate curriculum, programs, projects, and events that are consistent with the ministry of Hope Church and collaborative with the Minister to Children + Families.
3. Collaborate in planning and implementation of special events, field trips, and release days.
4. Maintain overall vision of program organization and implementation including maintaining organized working spaces.

#### Staff Supervision and Professional Involvement (15%)

1. Hire staff as needed within the Church hiring policies and provide orientation and training for all new staff members.
2. Plan for staff development and in-service training, consistent with individual needs and state requirements.
3. Observe and evaluate staff performance with timely feedback.
4. Determine staffing needs based on enrollment levels and state requirements.
5. Provide qualified substitute personnel as needed.
6. Promote a harmonious working environment and positive staff relationships.
7. Provide assurance annually that the Staff Handbook for Hope's Preschool and School- Age Care is in compliance with school and state policies and requirements.
8. Direct monthly staff meetings and consistent check-ins with Assistant Director.
9. Provide opportunities for all staff to remain current in an early childhood education association, in-service (continuing education) hours, CPR and First-Aid.

#### **Relationships**

This is a 40 hour per week position.

This position reports directly to the Minister to Children + Families. The Director works closely with the pastoral/program staff, Next Gen team, is a member of the Servant Leadership Team, and other ministry teams and committees as needed.

*July 7, 2026*