



CROSSROADS CHURCH | JOB DESCRIPTION

Position Title:	Daycare Director
Department:	Operations
Reports to:	Operations Pastor
Oversees:	Building & Implementation of Programs, Day to Day Operations, Finances, Staff, Education, Parent Relations, Facility & Safety
Hours & Wages:	Full time, 40 Hours Annual Salary: \$50,000-\$75,000

Position Summary:

Crossroads Church is seeking a highly organized, assertive, and driven Daycare Director with proven leadership experience to lead the successful launch and ongoing management of our new daycare center. Once established, the Director will provide strategic leadership, administrative direction, and comprehensive oversight of the church's daycare ministry. This role ensures the center is built upon and operates with excellence—spiritually, relationally, and operationally—while maintaining full compliance with all state regulations. The Director will recruit and lead staff, cultivate strong partnerships with parents, nurture children's development, and uphold the mission and values of the church. This is a foundational leadership position, and the selected candidate will be responsible for developing and implementing the program from the ground up.

Key Responsibilities:

Leadership & Administration

- Provide vision, direction, and oversight for the daycare in alignment with the church's mission.
- Manage daily operations including scheduling, staffing, classroom supervision, and communication.
- Maintain all licensing requirements, inspections, documentation, and compliance with state and local regulations.
- Develop and oversee the daycare's annual budget, payroll hours, purchasing, and financial stewardship.
- Research grants and funding sources.
- Maintain accurate and organized records (attendance, incident reports, immunizations, emergency forms, etc.).
- Develop policies and procedures in coordination with church leadership.

Staff Oversight & Development

- Recruit, interview, hire, train, and supervise daycare staff.
- Conduct regular staff evaluations and provide ongoing coaching, encouragement, and accountability.
- Lead regular team meetings, devotionals, and safety trainings.
- Foster a healthy, positive, Christ-centered workplace culture.
- Ensure staff adhere to daycare policies, classroom standards, and legal requirements.



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Child Development & Curriculum

- Ensure a safe, nurturing, and developmentally appropriate environment for children ages 6 weeks–5 years.
- Oversee curriculum selection and implementation for all classrooms.
- Support teachers in lesson planning, classroom management, and developmental milestones.
- Monitor child progress and communicate any concerns with parents promptly.
- Promote activities that support spiritual, emotional, cognitive, and physical development.

Parent Partnership & Communication

- Build strong, trusting relationships with families.
- Communicate regularly through meetings, newsletters, app updates, and daily reports.
- Handle parent concerns with grace, professionalism, and clarity.
- Conduct tours for prospective families and manage the enrollment process.
- Ensure the daycare represents the church with excellence and hospitality.

Safety, Compliance & Facilities Management

- Maintain strict safety and cleanliness standards throughout the daycare.
- Train staff on emergency procedures, child protection policies, and first aid.
- Ensure all classrooms, toys, and equipment meet safety requirements.
- Oversee pick-up and drop-off procedures, security systems, and emergency drills.
- Partner with the church facilities team regarding repairs, cleaning, and room usage.

Qualifications:

Spiritual & Personal

- A committed follower of Jesus Christ with a lifestyle that reflects the gospel.
- Alignment with the church's mission, values, and statement of faith.
- A heart for children, families, and ministry.
- Demonstrates integrity, humility, and strong communication skills.

Professional & Educational

- Meets state daycare director licensing/credential requirements (education + experience).
- Minimum 3–5 years experience in early childhood education or childcare leadership.
- Knowledge of state regulations, licensing, curriculum, and best practices in early childhood development.
- CPR/First Aid certified (or willingness to complete).



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Skills & Competencies

- Strong leadership and team-building skills.
- Excellent organizational and administrative abilities.
- Conflict resolution and parent communication skills.
- Ability to manage multiple tasks and lead in a fast-paced environment.
- Proficient with childcare software, scheduling tools, and basic computer skills.

Work Schedule and Expectations

- Full-time role (40+ hours/week), with occasional evenings for parent meetings, church events, or training.
- Must be available during daycare operating hours.
- Participation in certain church-wide events or trainings may be required.

Physical Requirements

- Ability to lift up to 35 lbs.
- Frequent standing, walking, bending, and interaction with small children.

Crossroads Hiring Process

- Visit <https://www.crossroadswired.com/careers/> for application instructions.
- Applications will be reviewed and applicants will be contacted with next steps within one week.
- Initial HR interview will take place virtually.
 - Candidates will be graded on the 5 C's:
 - Chemistry: Understand relational style, emotional intelligence, and team fit.
 - Calling: Discover motivation, spiritual conviction, and sense of assignment.
 - Character: Evaluate spiritual maturity, integrity, humility, and teachability.
 - Culture: Assess alignment with church values, leadership style, and ministry approach.
 - Competency: Test actual skills, experience, and ability to execute the job.
- Qualified candidates will move on to a Department interview.
- Additional meetings and interviews will take place upon request.
- An offer letter will be extended to the selected candidate.