

Church of the Lakes – Job Description

Position: Assistant Director of Child Care Center	Compensation: \$21 – \$23/hour (based on experience)
Category: Staff – Teaching/Pastoral Ministry	Hours: 35 hrs. per week
Revision Date: 6/17/2026	Full, Part or Volunteer: Part Time

Overview of Position: The Assistant Director of Child Care Center will help with day-to-day operations of the preschool and child care center. This person will be well versed in both Ohio’s Preschool licensing laws and our church policies to be able to assist with the implementation of curriculum and training of staff. This person will also handle accounts receivable, payroll and other administrative duties.

Qualifications:

- Holds an Associate’s degree
- Must be an active member of a church with a recommendation letter from the Pastor
- Has previous experience as a teacher or in administration at an Early Childhood Center
- Meets Ohio Licensing requirements for a role as an Assistant Director
- Displays a knowledge of Ohio’s Preschool Licensing rules
- Provides appropriate references and background checks

Important Characteristics:

- Possesses the Christ-like spirit of acceptance, warmth and conviction
- Is a role model for children and their families seeking to grow in their Christian faith
- Has the ability to communicate warmly and clearly with staff, parents and children
- Displays a knowledge of child development principles and practices

Responsibilities:

- Helps to maintain a safe and nurturing environment for children
- Assists with the planning and implementation of age-appropriate educational curriculum and activities
- Handles paperwork, billing, staff payroll and other administrative duties
- Maintains open and effective communication with teachers and parents/guardians
- Ensures the cleanliness and organization of the childcare facility
- Monitors the health and well-being of each child
- Other duties requested by the director and supervisor

Supervision:

- The Director of the Child Care Center will provide direct supervision.
- The employment of the Assistant Director of the Child Care Center is the responsibility of the Staff Parish Relations Committee

Benefits, Vacations and Sick Leave

See Employee Handbook

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the Church of the Lakes UMC.