



Job Description MP Learning Place Director

ESSENTIAL JOB FUNCTIONS:

MP exists to *SHOW PEOPLE WHO JESUS IS*. Which means, every person we hire must have a heart to reach lost people and a love for the Church. God is writing an unlikely story here in the Midwest and we deeply believe God is readying His Church for a historic movement that brings glory to HIS name alone.

The MPLP Director will help fulfill MP's vision by providing leadership for the Madison Park Learning Place (MPLP) team. The Director of MPLP Childcare is responsible for the development and implementation of the vision, strategy and tactical elements for all programs and activities as well as the day-to-day responsibilities of MPLP Childcare.

Reports to:
Executive Pastor

QUALIFICATIONS:

- A mature relationship with Jesus Christ that is clear and evident
- Exceptional interpersonal, verbal, written, and organizational skills
- Projects a professional and confident image and is able to handle a stressful pace
- Ability to handle confidential information
- Ability to work in a multi-task environment
- Strong administrative abilities
- Must be a creative contributor to the team and not just a "doer" of projects.
- This role may include work outside of normal business hours
- Must be a proactive problem solver
- Bachelor's or higher degree and/or 5+ years comparable experience

REQUIRED TECHNICAL SKILLS::

- Have a strong mastery of Macbook products or an ability to learn
- Have a strong mastery of Google Workspace
- Have an ability to design and edit projects in Canva
- Strong ability to work with social media platforms such as Instagram, Facebook, TikTok, Youtube
- An ability to edit short video clips is a huge plus
- Ability to work with Divvy financial system and other financial systems that the church implements
- Ability to work within Leadr
- Experience with Procare software

PERFORMANCE RESPONSIBILITIES:

1. Education

- Lead development, implementation, and evaluation of ministry components and systems
- Curriculum
- Goals
- Partner with the church children's team on developing spiritual objectives for children

2. Finance

- Financial management and day-to-day operations of MPLP
- Includes budgeting and developing cost saving strategies
- Ensure proper tuition rates
- Create new revenue generating programs

3. Marketing

- Work with the church communication department to develop communication strategies
- Promote a positive public image of MPLP, striving to make it the childcare facility of choice in our community
- Develop marketing strategy to grow enrollment

4. Training and Employee Development

- Establish training systems for new and existing employees
 - Direct recruiting, selection, training, and development of MPLP staff with the desire to build a high performing team
 - Develop strong interaction and effective working relationships with staff, parents, and communities
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