



## Childcare Director

Full-time Position, Shelton, WA

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### About this Role

At Gateway Christian Childcare Center, our highest values are the safety of our children and sharing God's great love for them. When you visit our facility in Shelton, Washington, you will find a clean, safe, loving environment that helps children learn and grow into who Jesus made them to be. Our team members are passionate about nurturing children in their social, emotional, academic, and spiritual development, while keeping things fun for everyone. If you love sharing God's love with children and helping them learn and grow, you are probably a great fit for our team!

### Job Purpose

To lead a team of office staff and teachers as they nurture children with God's love, while providing opportunities for their social, physical, intellectual, and emotional development.

### Duties / Responsibilities

- Set and implement the vision for the center.
- Manage the daily structure of the facility (create staff break list, and ensure teacher are scheduled to get out on time).
- Ensure the center is in compliance with all local, state, and federal licensing and regulatory requirements, along with ECERS and Early Achievers.
- Work closely in overseeing center staff in day-to-day operations, including classroom interactions and family engagement.
- Work closely with the Office Manager to ensure best practices in center finances and food service.
- Work closely with the Program Supervisor in observing and giving feedback to all teachers, aligning with best developmental and responsible practices (ECERS, Early Achievers, etc.).
- Ensure GCCC is in compliance with all local, State, and Federal licensing and regulatory requirements, along with ECERS and Early Achievers.
- Produce regular reports for the Lead Pastor, indicating center health in all pertinent areas (finance, food service, attendance, etc.).
- Update center marketing and family/staff communications on a regular basis.
- Help manage behavior in the classroom and assist teacher when needed.



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[www.GatewayCCC.com](http://www.GatewayCCC.com)



## Requirements

We are looking for Candidates with the following skills and qualifications:

- Mature Christian faith
- Strong pastoral heart
- Organized and administrative
- Able to teach and lead
- Dedicated sense of ownership
- Good listener and verbal communicator
- Able to resolve conflicts
- Self-motivated
- Good under pressure and uncertainty
- Open to feedback
- Love for God, children, and families
- Strong attention to detail
- Oversight of office and teacher teams
- Advanced interpersonal skills
- Solid administrator and organizer
- Good delegation and time management
- Adept at handling multiple priorities
- PLUS: Childcare office experience

## Wage Range and Benefits

Starting wage will be based on experience and skillset. We utilize Christianity Today's Church Tax and Law Report on Compensation and other sources for guidance in evaluating and setting wages.

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## To Apply

Applications and further information can be obtained in-person from our front office, or by visiting [www.GatewayCF.com/jobs](http://www.GatewayCF.com/jobs). The hiring point of contact for this position is Joni Bautista-Brown, 360-426-2758.



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