

<b>Job Title:</b>	Learning Corner Ministry Director	<b>Employment Type:</b>	Full Time
<b>Department:</b>	Office/Operations	<b>FLSA Classification:</b>	Exempt
<b>Reports To:</b>	Primary: Operations Executive Pastor Secondary: Elementary Pastor	<b>Compensation Type:</b>	Salary
<b>Location:</b>	South Campus	<b>Weekly Hours:</b>	40 hours or more
<b>Supervises:</b>	Learning Corner Ministry staff		

**General Summary of Duties:** Oversee and manage the Learning Corner Ministry.

**Duties and Responsibilities (includes but is not limited to):**

- Carry & cast the vision of Crossroads to lead daycare ministry staff, parents, and children.
- Support the organization's 6 core values, *Worshiping God is a big deal, All people matter to God, It's ok to not be ok, We are blessed to bless, We become more like Jesus together, & We build faith at home.*
- Collaborate with Early Childhood and Elementary ministries to share resources and maximize family ministry.
- Determine and maintain proper staffing levels for the daycare ministry.
- Manage on-going staff training.
- Oversee the curriculum used in the classrooms.
- Ensure Biblical principles are demonstrated and taught throughout the daycare.
- Oversee a cafeteria that serves breakfast and lunch.
- Oversee the daycare ministry budget in collaboration with the finance office.
- Manage staff evaluation process.
- Oversee and approve the purchases of supplies and equipment.
- Maintain licensing and standards required by local authorities and the state, and ensure the center meets all "State of Indiana Unlicensed Registered Child Care Ministry" requirements.
- Maintain employee files including all "State of Indiana Unlicensed Registered Child Care Ministry" requirements for employees.
- Other duties as required.

**Requirements:**

**Employment at Crossroads Community Church:**

- Endorses and supports the 10 biblical doctrines professed by Crossroads Community Church.

**Position:**

- Must be able to handle the demands of meeting people where they are and helping them take their next steps with Christ.
- Must be detail oriented to handle administrative work.
- Must have a passion for working with children and providing the best care possible for them.
- Must have good leadership and interpersonal skills to interact with parents, children, community members, and vendors.

**Education:**

- Bachelor's Degree or equivalent work experience is preferred.