

**Director of Mother's Day Out  
First Baptist Church Broussard**

Please submit all resumes to [diannehernandez@bellsouth.net](mailto:diannehernandez@bellsouth.net) by Oct. 2nd

**Principle Function:**

- **The Director of the MDO program will be responsible for planning, developing, coordinating, administering, and evaluating a Mother's Day Out Program that focuses on the Christian discipleship, spiritual growth and educational growth of the children attending.**
- **The Director of the MDO is immediately supervised by the Children's Minister/Associate Pastor/Senior Pastor and is also accountable to the church Personnel Committee in conjunction with the Mother's Day Out Oversight Committee of First Baptist Church Broussard.**

**General Responsibilities:**

- 1. Develop educational, spiritual and physical activities for children to help lead them to a personal relationship with God through Jesus Christ, and to enrich the mental, physical and Christian growth of the children enrolled in MDO.**
- 2. Provide spiritual support to MDO families.**
- 3. Coordinate the curriculum of the MDO program: developmental concepts including colors, numbers, physical exercise, speaking, letters, and age appropriate Biblical principles.**
- 4. Coordinate hiring, training and supervision of all MDO employees: hours worked, assignments during work, and employee evaluation.**
- 5. Coordinate student enrollment, waiting lists.**
- 6. Monitor the payment of all fees by the parents and coordinate their deposit with the Financial Administrator.**
- 7. Organize monthly payroll information for Financial Administrator to prepare pay checks.**
- 8. Monitor and control budgets in areas of responsibility; follows Church policies set forth by the Finance Committee.**
- 9. Ensure total compliance with State regulations in all MDO activities.**

**Specific responsibilities:**

- 1. Arrive at the MDO at 8:00 a.m., Monday through Thursday. Depart after coordinating, and executing the cleaning of all toys, and other items used by the MDO program -- around 2:30 p.m.**
- 2. Hire, direct, and supervise teachers and other staff.**
- 3. Conduct evaluations of all MDO staff at end of each year.**
- 4. Supervise and coordinate activities to ensure needed trainings and certifications for all MDO employees to include CPR, administration of medication, curriculum training and other training necessary for fulfillment of CEUs and/or licensure needs.**
- 5. Develop additional guidelines for the behavior and dress code of the MDO employees in conjunction with the church, Personnel Committee, and Mother's Day Out Oversight Committee.**
- 6. Recruit, advertise, and promote the program with advertising and marketing when appropriate in church publications and church website, and through flyers and signs.**
- 7. Schedule MDO activities such as (not all inclusive):**
  - a. Open House**
  - b. Fall and Spring pictures for students**
  - c. Fire Truck and Fire Prevention Month**
  - d. Thanksgiving Celebration and Christmas Program**
  - e. Pumpkin Party**
  - d. Easter Egg Hunt**
  - e. End of year program – Graduation**
- 8. Prepare for and schedule monthly staff meetings.**
- 9. Coordinate with church staff in the planning, executing and documentation of monthly fire and disaster drills.**
- 10. Contact children/parents that are hospitalized as appropriate. Inform the Children's Minister/Associate Pastor/ Senior Pastor of such hospitalization.**
- 11. Attend FBCB monthly Business Meeting to provide reports and updates on the Mother's Day Out ministry.**
- 12. Give advance notification of absences to the Children's Minister/Associate Pastor/Senior Pastor.**

- 13. Attend and contribute to Mother's Day Out Oversight Committee meetings on an as-needed basis.**

**Qualifications:**

- **Required:**
  - **Member of a Southern Baptist Church, preferably a member of First Baptist Church Broussard**
  - **Have the ability to effectively communicate the gospel and share personal testimony**
  - **Evangelistic**
  - **Feel God's call to the children of MDO of First Baptist Church Broussard**
  - **Ability to be a spiritual leader to employees and families within the scope of MDO**
  - **NAC (National Administrators Credential) or CDA (Child Development Associate) certification and/or education degree**
  
- **Demonstrate organizational and leadership skills**
- **Excellent written and verbal communication skills**
- **Excellent interpersonal skills to work with and communicate easily with people of all ages and personalities**
- **Basic computer skills**
- **Must promote a positive, Christian attitude in all work activities**
- **Must conduct themselves (in single or married life) according to the teachings of Jesus Christ**
- **Must use discretion in dealing with confidential matters**
- **All staff members are required to have a criminal background check**
- **Time required: 26 hours per week (6½ hours per day) 8:00 a.m. - 2:30 p.m., Monday through Thursday.**