



Brazos Meadows Parents Day Out  
625 S. Hewitt Drive  
Hewitt, TX 76643  
[www.brazosmeadows.org](http://www.brazosmeadows.org)  
254-709-5433

## Assistant Director Job Qualifications

- Minimum of 2 years of experience in childcare
- Strong and growing personal commitment to Jesus evidenced by actions, attitudes, relationships, and actively involved in a church
- Must be available Monday & Wednesday from 8am-3pm with an additional office day from 9am-3pm
- Computer skills: Microsoft Office, Google platform, Canva preferred
- Outstanding verbal and written communication skills
- Strong leadership and interpersonal skills
- Excellent organizational and planning skills
- Friendly and approachable demeanor
- Professional attitude
- Diplomatic
- Strong work ethic
- Proactive & flexible
- Confidential
- Ability to multi-task
- Problem-solving & mediation skills
- Ability to remain calm in crisis or high stress situations
- Willingness to do both mundane & professional tasks as needed
- Must have a valid Texas drivers license
- Must pass a thorough criminal background check
- Associate or bachelor's degree preferred

*For a copy of the job description, email [pdo@brazosmeadows.org](mailto:pdo@brazosmeadows.org).  
To apply, submit a resume to [pdo@brazosmeadows.org](mailto:pdo@brazosmeadows.org).*