

Director Job Description - Brazos Meadows Parents Day Out

Position Summary:

The Parents' Day Out (PDO) Director is responsible for the overall leadership, administration, and spiritual guidance of the PDO program at Brazos Meadows Baptist Church. This role ensures a Christ-centered, safe, and nurturing environment for children while supporting and equipping staff and engaging with families.

Spiritual Leadership:

- Maintain a ministry mindset in all aspects of the job
 - Seek opportunities to minister to, invest in, and pray with PDO families
 - Serve as the spiritual leader of the PDO staff, incorporating prayer and devotionals into staff meetings
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Staff Oversight:

- Interview, hire, and manage staff members
 - Ensure all necessary paperwork is completed, including background checks
 - Plan and conduct yearly training sessions in collaboration with the Assistant Director
 - Update and enforce policies in the teacher handbook
 - Provide guidance and hold conversations with staff as needed to address concerns or performance issues
 - Plan and lead monthly staff meetings
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Student and Parent Engagement:

- Initiate and develop meaningful relationships with families
 - Communicate with parents regarding their child's development, concerns, or needs
 - Respond promptly to inquiries via text, phone calls, emails, and social media messages
 - Maintain and enforce policies outlined in the student handbook
 - Conduct facility tours as needed for prospective families
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Financial Responsibilities (in collaboration with the Assistant Director):

- Develop and manage the annual PDO budget
 - Track, document, and turn in all receipts
 - Accept and record monthly payments
 - Calculate and distribute Christmas bonuses and end-of-year gifts (if applicable)
 - Oversee scholarship distribution and financial aid decisions
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Program Development:

- Review and update yearly curriculum
 - Plan and coordinate additional enrichment activities to complement program themes
 - Create rotating schedules for PE, music, and extra activities
 - Set and maintain the yearly calendar in coordination with the Assistant Director
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Brazos Meadows Staff & PDO Board Relations:

- Work closely with the Minister to Children & Families to ensure alignment with the church's vision and mission
 - Coordinate with the Minister to Children & Families to ensure facility usage, church policies, and procedures align with the successful execution of both PDO operations and other ministries of Brazos Meadows Baptist Church
 - Attend quarterly PDO Board meetings and bi-annual meetings with Church Elders to provide updates on staffing, financial matters, and program progress
 - Communicate with the PDO Board as needed regarding program needs or concerns
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Safety and Emergency Procedures:

- Ensure staff maintain current CPR/AED certifications (renewed every two years)
- Implement and monitor cleaning and sanitation procedures
- Oversee emergency preparedness, including escape routes, fire and weather drills, and power outage protocols

This job description is an overview of the primary responsibilities of the PDO Director and is not an exhaustive list. Duties are subject to modification as the program evolves. Brazos Meadows Baptist Church seeks a director who will serve with integrity, enthusiasm, and a heart for ministry.