

Parents Morning Out Director - Covenant Church

Job Summary: The Director of City Kids PMO is responsible for integrating the mission of Covenant Church into all areas of the program, inspiring teachers, setting the educational standard, and creating an inviting environment where students can connect and learn. Because City Kids PMO is a branch of Covenant Church's ministry, the Director also intentionally builds and maintains a strong bridge between the church and the program—ensuring clear communication, shared values, and meaningful connection for students and families.

This is a rewarding leadership role that requires exceptional organizational, leadership, and communication skills. The position is a 12-month, part-time role averaging **20 hours per week** and follows the **Cobb County School District calendar**.

Essential Duties Include:

- Lead the vision, mission, and direction for City Kids PMO in alignment with Covenant Church, continuously improving and innovating the weekday program, learning environment, staff development, and parent partnerships while strengthening the ministry connection between the church and the PMO.
- Serve as a bridge between Covenant Church and City Kids PMO by fostering communication, collaboration, and shared ministry opportunities so that families feel connected to both the program and the church community.
- Lead and inspire staff and volunteers, generating enthusiasm for new ideas and shared values, and building support for both the educational program and the broader mission of Covenant Church.
- Facilitate change and empower others to grow and develop; support open communication and value diverse perspectives while earning the respect, trust, and engagement of staff, families, and church leadership.
- Build meaningful relationships with students and parents by cultivating a culture of advocacy and care, particularly for children with special needs and families experiencing crisis, while connecting them to appropriate church and community support systems.
- Leverage current trends in curriculum, early childhood education, and technology to maintain a high-quality learning environment and to prepare the program to meet state-recognized standards.
- Develop and implement a multi-year quality improvement plan to achieve and maintain **Bright from the Start certification** by the 2026–2027 school year, including staff training, policy development, and program compliance.

Duties & Responsibilities

- Plan, administer, and oversee the day-to-day operations of the City Kids PMO as a ministry of Covenant Church.
- Develop the yearly program calendar in coordination with the **Cobb County School District schedule** and the Covenant Church ministry calendar.

- Provide regular updates and reports to church leadership and appropriate oversight teams, sharing program progress, needs, and ministry impact.
- Participate in Children's Ministry and church staff meetings as requested, ensuring the PMO remains connected and aligned with the overall mission and direction of Covenant Church.
- Maintain strong working relationships with the Children's Ministry Director, church staff, and ministry leaders while intentionally serving as a relational and operational bridge between Covenant Church and City Kids PMO.
- Coordinate and lead parent meetings, staff meetings, and volunteer meetings connected to the program.
- Oversee the classroom and shared ministry spaces, communicating facility needs and recommending improvements to church leadership and trustees.
- Assist in recruiting, interviewing, hiring, training, supervising, and supporting all PMO staff and teachers, and communicate personnel decisions appropriately to PMO Board.
- Conduct regular staff evaluations and provide feedback, coaching, and support for professional growth.
- Provide and coordinate continuing education and professional development opportunities for teachers and staff, and personally pursue ongoing professional learning to support program excellence and preparation for **Bright from the Start certification by the 2026–2027 school year.**
- Oversee the purchase, organization, and maintenance of program equipment, materials, and educational resources.
- Open and close facilities as needed for program operation and ensure safe daily procedures.
- Facilitate parent conferences and maintain accurate student, financial, and personnel records.
- Create and distribute regular communications (emails, newsletters, website updates, and social media) to families, ensuring clear communication and promoting Covenant Church ministries and opportunities for involvement.
- Utilize technology platforms (including Brightwheel and Google Workspace tools) for organization, communication, record-keeping, and program management.
- Work alongside the church office to develop and manage the annual program budget and practice responsible fiscal stewardship.
- Ensure staff maintain current CPR/First Aid certifications and complete required background checks.
- Maintain positive working relationships with local schools, community agencies, and support services to benefit children and families.
- Comply with all Georgia mandatory reporting requirements and applicable childcare and educational regulations.
- Implement policies and procedures necessary to meet quality standards and prepare the program for **Bright from the Start recognition.**
- Collaborate with other Covenant Church ministries to support the church's strategic plan, outreach efforts, and discipleship opportunities for children and families.
- Present annual goals, ministry vision, and improvement plans to church leadership.

- Perform other duties as needed to maintain a safe, welcoming, and Christ-centered learning environment.

Minimum Qualifications/Requirements:

- Bachelor's Degree (preference for Early Childhood Education – ECE or Education) or with credentials in related field (e.g., Child Development Associate)
- At least three years of experience as a teacher of children in the age group(s) enrolled in the school (ages 1 year through Kindergarten)
- At least six months of experience in leadership and formally managing others.
- Exposure to and experience with special learning needs programs.
- Be at least 21 years of age.

Preferred Qualifications:

- A valid certificate of successful completion of pediatric first aid that includes CPR and medical administration.
- Experience with fund development/fund raising.
- Experience with utilizing technology in the learning environment

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