

# **SONSHINE WEEKDAY PRESCHOOL MINISTRY**

## **DAHLONEGA BAPTIST CHURCH**

54 Hawkins Street  
Dahlonega, GA 30533  
(706) 864-3676

**Position Title:** Director, Sunshine Weekday Preschool Ministry

**Classification:** Part time, paid hourly

**Supervisor:** Sunshine Weekday Preschool Committee

The Director will be responsible for the administration and supervision of all aspects of Sunshine Weekday Preschool, following the established SWPM guidelines, as well as the By-laws, and Policies and Procedures of Dahlonega Baptist Church.

### **Spiritual Requirements:**

- Must be a believer in Jesus Christ and currently a member of Dahlonega Baptist Church or willing to become a member before accepting the position.
- Must maintain an active, growing relationship with Jesus Christ, continually being discipled, making disciples, and regularly attend worship services.
- Perform duties and responsibilities in a manner which glorifies Christ and further the mission and ministry purposes of God's church (Col. 3:23-24).
- Create and foster a healthy Christ-like work environment for all SWPM employees.

### **Salary:**

- Beginning Salary is \$12.00 per hour, working up to 1,100 hours per year. Two days paid leave will be allowed but any additional days off will be unpaid.

### **Professional Requirements:**

- Bachelors's Degree, Associates Degree, or Certificate in Education or Child Development preferred **OR** significant experience working with preschool children.
- Must have leadership and marketing skills.
- Must be currently certified in CPR and First Aid or become certified before accepting the position.
- Must pass background check.

### **Time Commitment:**

- Must be on-site, at Sunshine Preschool from 8:00 a.m. Until 1:00 p.m each school day. If the Director must be away, she/he is responsible for arranging a substitute or committee member to cover for her/him.
- Must complete appropriate training as deemed necessary by the Children's Minister or Sunshine Committee.

**Attitude/Character:**

- Maintain an attitude of humility and cooperation, working with DBC staff, Sonshine staff, and families.
- Work at the highest level of integrity, excellence, and confidentiality.
- Maintain a productive relationship with the families of SWPM in order to demonstrate God's love.
- Set an example for staff by dressing in an appropriate manner which expresses modesty and professionalism.

**Duties/Responsibilities:**

- Supervise the daily operation of Sonshine Weekday Preschool Ministry.
- Along with the Sonshine Committee and Personnel Committee, interview and hire lead, assistant, and substitute teachers.
- Supervise teachers in following the appropriate curriculum, including daily lesson plans.
- Maintain personnel files and time sheets for each lead, assistant, and substitute teachers.
- Arrange for substitutes when teachers are out.
- Plan, with lead teachers, units of study, special events, and field trips.
- Prepare budget for each school year and present to Sonshine Committee and Board of Directors of DBC.
- Market Sonshine to the church and community through social media, testimonies, newsletter, and any other means to let the public know about the program.
- Be available in the office to greet children, parents, or visitors.
- Enroll students and maintain confidential records (medical, attendance, etc.) of each child.
- Collect and record all tuition/fees paid. Meet with treasurer regularly to discuss and review finances, including scholarships and payroll.
- Coordinate and participate in training for lead and assistant teachers.
- Keep teachers informed about training, upcoming events, and expectations for the school year.
- Communicate with parents regularly about Open House, field trips, special events, etc.
- Plan regular staff meetings for staff support, including daily devotionals.
- Evaluate lead and assistant teachers twice a year.
- Keep resource room neat and organized.



**EDUCATION:**

High School \_\_\_\_\_  
Name City Graduated

College/University \_\_\_\_\_  
Name City Graduated

College/University \_\_\_\_\_  
Name City Graduated

College/University \_\_\_\_\_  
Name City Graduated

Major \_\_\_\_\_ Minor \_\_\_\_\_

Degree(s) \_\_\_\_\_

Other \_\_\_\_\_

Scholastic Honors \_\_\_\_\_

Other Activities \_\_\_\_\_

Attending school now? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, where? \_\_\_\_\_

**COMPUTER SKILLS:** (Please check all programs in which you are proficient.)

Word Perfect \_\_\_\_\_ Word \_\_\_\_\_ Excel \_\_\_\_\_ PowerPoint \_\_\_\_\_ Microsoft Publisher \_\_\_\_\_

**List any other skills or training that would help you in the position for which you are applying.**

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**WORK EXPERIENCE:**

Have you ever been employed by Dahlonge Baptist? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**PRESENT AND RECENT EMPLOYER(S):**

(1) Employer \_\_\_\_\_ Salary/Hourly wage \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of employment: From \_\_\_\_\_ To \_\_\_\_\_

Name of Supervisors \_\_\_\_\_

Nature of work \_\_\_\_\_

Reason for leaving \_\_\_\_\_

(2) Employer \_\_\_\_\_ Salary/Hourly wage \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of employment: From \_\_\_\_\_ To \_\_\_\_\_

Name of Supervisors \_\_\_\_\_

Nature of work \_\_\_\_\_

Reason for leaving \_\_\_\_\_

(3) Employer \_\_\_\_\_ Salary/Hourly wage \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of employment: From \_\_\_\_\_ To \_\_\_\_\_

Name of Supervisors \_\_\_\_\_

Nature of work \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**PERSONAL REFERENCES**

Professional or business persons (not relatives) - who know you well and to whom this church may refer.

(1) Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

(2) Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

(3) Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**CONFIDENTIAL INFORMATION** If you answer "yes" to any of the questions, please explain on a separate sheet of paper.

Yes  No Have you ever been convicted of a criminal offense, with the exception of a minor traffic violation?

Yes  No Have you ever been convicted of, pled guilty or no contest to, or are now under probation or investigation for a crime involving a minor?

Yes  No Have you ever been reported to a social service agency, law enforcement authority, or similar agency regarding abuse or neglect of a minor?

Yes  No Have you ever been disciplined or dismissed from employment or a volunteer position following an allegation of sexual misconduct, sexual harassment, or other immoral or inappropriate behavior or conduct?

**STATEMENT** (Please initial each statement and sign below.)

\_\_\_\_\_ I authorize Dahlongega Baptist Church to obtain information from references, churches, or other organizations herein.

\_\_\_\_\_ I authorize any references, churches, or other organizations listed in this application to give you any information, including opinions that they may have regarding my character and fitness for service at Dahlongega Baptist Church.

\_\_\_\_\_ I authorize Dahlongega Baptist Church to obtain information relating to my criminal history record (including searches of sex offender registries) as received from reporting agencies.

\_\_\_\_\_ I release any individual, church, denominational agency or official, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorization.

\_\_\_\_\_ Should my application be accepted, I agree to be bound by the Bylaws and Policies of Dahlongega Baptist Church and to refrain from unscriptural conduct in the performance of my services.

I further state that I have carefully read the foregoing release and know the contents thereof and sign this release as my own free act. I understand that any misrepresentation or omission of material fact on my application may be justification for refusal of acceptance of my employment.

I understand if employed, my employment with DBC is a voluntary one and is subject to termination by you or DBC at will, with or without cause, and with or without notice, at any time.

I understand, if employed, any misrepresentation made by me in completing this application shall be considered as sufficient cause for removal from employment without advance notice.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_