



**Program Director**  
**Play Café**  
**Covington First Presbyterian Church**  
**Part time**  
**Covington, GA 30014**



Effective Immediately upon hire

## Job Description

First Presbyterian Church is looking for compassionate, loving, self-motivated candidates for **Play Café Program Director** at our church. We are hiring Classroom Assistants and a Program Director for our Play Café, ages 3 months to 18 months. This church offering is to provide a safe environment and positively impact the children of our community while maintaining our core Christian values. Play Café is a modern twist on Mother's Morning Out. Play Café is a two day a week offering from 9:00am-1:00pm on Tuesdays and Thursdays. The Program Director reports directly to the Pastoral Staff. Classroom Assistants shall report to the Program Director.

## Responsibilities:

- Foster a safe environment for the children sharing the love of Christ
- Create age-appropriate schedules and daily activities
- Assess and respond to each child's developmental needs on an ongoing basis
- Ensure the classroom is always kept in a clean and safe condition
- Read stories to the children as a group activity
- Encourage creative thinking and learning
- Interact with other teachers and staff
- Participate in Christian Education Team meetings (once a month)
- Adhere to child protection policies and church procedures
- Maintain an attractive, well-kept classroom that encourages children to create, explore and make decisions with confidence in a safe environment
- Report all pastoral care needs to pastoral staff
- Supervise classroom assistants
- Oversee Play Café budget in collaboration with Church Finance Administrator
- Outreach to the community to help grow the program (see Program Growth Incentive below)

## Job Requirements:

- Certification, degree or minimum coursework in Early Childhood Education or closely related field

- Minimum of one-year experience working in a licensed childcare facility; previous teaching or assistant teaching with a public or private school system, a quality preschool, child care center or church preschool
- Must demonstrate enthusiasm for working with young children
- Be knowledgeable of the social, emotional, and creative needs of young children
- Ability to handle, in a positive way, the demands that commonly come from daily contact with children and parents; to build rapport with parents to communicate students' child development and progress goals and provide superior customer service; to evaluate and solve problems
- Excellent verbal and written communication skills in English
- Must be able to lift to 25 pounds in connection with the handling of children for the facilitation of programs, child safety and potential emergency situations, and be able to see, hear, and respond to children's needs, including reaching high, stooping to the child's level, sitting on the floor and rising from the floor
- Must be able to see, hear, and react to emergencies within 50 feet in 15 seconds or less and can stand and move around for long hours at a time while teaching
- Must be CPR and First Aid certified and be able to pass background checks

Program Director Compensation\*: \$20 per hour

Schedule: Tuesday and Thursday 8:15am-1:15pm

COVID-19 Considerations: All employees working with children shall be vaccinated.

\*Program growth incentive: The Program Director has the opportunity to assist in the growth of Play Café! The current minimum enrollment for Play Café's operation is six children. For each additional six children enrolled in the program, the Program Director will receive a guaranteed hourly pay increase of \$2 up to an hourly pay of \$26.

**Apply today by submitting a cover letter and resume to [catherine@fpccov.org](mailto:catherine@fpccov.org).**