

Job Title	Department	Reports to	Status	Start Date
Director of BelPres Preschool	Family Life Ministries	Family Life Pastor	Full-Time (40 hrs) Exempt	TBD

Our Roadmap: Where BelPres is Going

BelPres is committed to bring Jesus' healing wherever we live, work, play, and learn. To do this, we are focusing on four areas: community, discipleship, racial justice, and equipping and empowering youth and young adults. We strongly desire to reflect the kingdom of God and therefore encourage a diverse pool of applicants. We act because we believe. We love because we are loved by God.

The Impact You'll Be Making

The Director of BelPres Preschool will focus on three main areas:

- (1) Providing leadership for relational ministry and care for children and their families
- (2) Implementing licensed child care center model
- (3) Developing strategies for retention and growth

More specifically, the Director of BelPres Preschool will:

- Work with FLM Pastor to transition the Preschool into a licensed center focused on the BelPres Roadmap
- Create a culture that helps children, families, and staff grow, learn, and excel
- Create and implement policies, manage staff, and oversee daily operations
- Provide oversight for all curriculum and instruction
- Advertise, recruit, enroll, and retain children in program
- Recruit, hire, and train all staff
- Provide oversight for all fiscal operations: tuition, budgeting, and expense management

Who We Are Looking For

Experience, Skills and Knowledge

- Personal and growing commitment to Jesus Christ
- Strong relationship skills and desire to invest in children and volunteers
- Ability to take on responsibility and work independently in a flexible work environment
- Ability to collaborate and develop cross-functional teams to achieved desired outcomes
- Demonstrated ability to take implement strategic initiatives
- Ability to teach children about faith
- Demonstrated change management skills
- Customer service and conflict resolution experience
- Excellent written and verbal communication skills
- Budget management experience

Qualifications

- Maintain a MERIT background check and are listed in the STARS system, as well as meet the WAC

requirements to serve as a center director (WAC 110-300-0100)

- 3 years experience of leadership/management as well as professional teaching experience with infant to preschool aged children
- Bachelor's degree in ECE or related field highly preferred

Physical Demands/Work Environment

- Classroom and office environment
- Must be able to participate and provide leadership in all child care tasks: feeding, changing, play, cleaning, and other associated tasks with caring for children and maintaining a safe environment for them
- Must be able to sit or stand for more than 2 hours at a time as well as lift heavy objects and children repetitively

Culture

- We Are One Team, Fully Present: Our communication is built on trust, and we are quick to give grace
- We Are Intentionally Innovative: We aren't afraid to challenge the status quo
- We Care Big: We assume good intent and have a bias for action and timeliness
- We Do Hard Things: We believe in a God who calls us to work together and makes the impossible possible

How To Apply

Please fill out an application (found at belpres.org/jobs) and submit it along with your resume and cover letter to:

Colin Robeson, Family Life Pastor - crobeson@belpres.org
1717 Bellevue Way NE | Bellevue, WA 98004