

Position: Program Coordinator (Academy at Biltmore Church)

Reports to: Academy Director

Job Location: Biltmore Church - Arden Campus

Position Type: Full-Time

Position Description: The Program Coordinator will oversee the day to day operations of the Academy at Biltmore Church. The Program Coordinator will work with the administrative team to ensure that each parent feels safe leaving their child in our care, each teacher feels equipped and each child gets to hear and see the Gospel woven into each part of their day.

Preferred Skills and Experience

- 3-5 years of direct professional experience in an early childhood setting.
- Bachelor's Degree in early childhood education or related field of study.

Essential Qualities and Qualifications

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership and beliefs of Biltmore Church.
- A Christ-like testimony that is displayed inside and outside the workplace.
- An expressed passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting.
- Prepared to join in membership as an individual/family and make Biltmore Church your home church. Active involvement in a weekly Connect Group, serving, and tithing at Biltmore Church is expected.
- Demonstrates initiative with an ability to work effectively apart from close supervision.
- A Proactive communicator who initiates mission-critical details inside and outside of weekly team meetings.
- Proficient in both written and verbal communication.
- An eye for excellence with a demonstrated ability to improve upon systems and procedures
- Highly organized, team-player, fast learner, committed to excellence

Responsibilities

- Assist in day to day operations of the Academy
 - Maintain policy and procedures required for licensing
 - Oversee administrative staff, kitchen staff, and employee onboarding
 - Oversee classroom logistics including managing class ratios, waitlist and enrollment
 - Oversee the use and implementation of internal systems such as Brightwheel
- Collaborate with staff to ensure adherence to quality standards in accordance with center guidelines as well as state and local requirements and implement improvements where needed
- Maintain communication with families and community through waitlist management, center tours, enrollment procedures and partnering with the county and local childcare centers when needed.
- Work with Academy Director and Curriculum Coordinator to create plans for staff development needs (both spiritual and educational), set up necessary training for staff and help resolve any personnel issues that may arise
- Maintain personal professional development plan to ensure continuous quality improvement