



First Presbyterian Church
OF OKLAHOMA CITY

JOB TITLE: SPARK Director

STATUS: Full-time

PAY BASE: Salary

FLSA: Exempt

REPORTS TO: Pastor/Head of Staff

TERMS OF EMPLOYMENT: At-will

JOB DESCRIPTION APPROVED: 5/17/2023

GENERAL SUMMARY

The SPARK program is a state-licensed, 5-star, school-age childcare program serving families in the OKC metro. The SPARK Director is responsible for ensuring the health, safety, and quality of care for children enrolled in the program. The Director is accountable for all aspects of the program planning, staffing, implementation, and oversight. In addition, the Director is responsible for payroll of program staff, student tuition billing, collections, and maintaining subsidy contracts with the state of Oklahoma and tribal nations. The SPARK staff is comprised of a full-time director and assistant director, seven part-time program staff, and volunteer tutors. The Director works in relationship with the SPARK Board.

ESSENTIAL FUNCTIONS

- Plan work schedules of staff, assign duties and tasks, evaluate staff performance, and review staff-planned curriculum.
- Accountable for all center operations, ensuring the program is operating in accordance with state licensing and Stars requirements for a 5-star center.
- Oversee parent communication and family engagement.
- Ensure a safe, caring, and engaging environment for all children and families.
- Maintain student, staff, and center records.
- Transport children to and from school and on field trips in 15-passenger vans.
- Maintain positive relationships with enrolled families, potential families, program and church staff, and all regulatory agencies.
- Work alongside the SPARK Board of Directors and the Nurture Committee within the church.
- Oversee all office functions, including payroll, tuition billing and payment, personnel management, supply purchasing, and budget planning and review.
- Seek and pursue grants and other alternative revenue sources.

- Hold personnel meetings and track all staff development.
- Maintain ratios, required drills, evaluations, and documentation for licensing purposes.
- Give tours, create advertisements and forms, present information about the center at area events, and maintain the center's social media platforms.
- Fill in for staff when needed.

KNOWLEDGE, SKILLS & ABILITIES

- Must be at least 23 years of age.
- Ability to drive a 15-passenger van.
- Ability to pass a fingerprint-based background check.
- Experience in staff and program supervision/management.
- Have a valid Oklahoma driver's license.
- Technical Expertise: PC skills (specifically Microsoft Word, Excel and Outlook); social media skills (specifically Facebook).
- Ability to learn and become proficient with Procare software (used to organize family information, track attendance, and automate tuition collection).
- Excellent oral communication and interpersonal skills.
- Excellent written communication skills.

EDUCATIONAL AND PROFESSIONAL REQUIREMENTS

- Have an associate or bachelor's degree with at least 12 college credit hours in child development, elementary, or secondary education (or a closely related subject) and 1 year of satisfactory experience in an out-of-school time, educational, or childcare setting.
- Have and maintain CPR/First Aid certifications or obtain it within 3 months of being hired.
- Have Child Passenger Safety Training or obtain it within 3 months of being hired.

SCHEDULE

- Normal work hours for this position are Monday–Friday from 9:00 a.m.–6:00 p.m. (with a one-hour lunch break). However, the SPARK Director must be available to cover any shift from 7:00 a.m.–6:00 p.m. when necessary. Hours should not exceed 40 hours per week.
- Occasional additional work hours as directed by the Head of Staff for special events throughout the year.

PHYSICAL REQUIREMENTS

- Work involves periods of standing and walking, many duties are performed from a seated position. Work may include occasional pushing, pulling, or carrying objects weighing up to 50 pounds.

WORKING RELATIONSHIPS/CONTACTS/CONDITIONS

- Internal: SPARK Board, Pastor/Head of Staff, church members/tutors, and other staff members
- External: students, student families, and the general public
- Work is mainly performed in a climate-controlled building.
 - Significant periods of time may be spent outdoors while on field trips to outdoor attractions and swimming pools.

EVALUATION

Receives an annual evaluation of performance in work position from the Pastor/Head of Staff. A review of compensation will be held on a calendar-year basis by the Personnel Committee acting on behalf of the Session.

COMPENSATION

- Salary Range: \$37,429-\$41,600
- Health Insurance Medical: 80% paid by employer, 20% by employee
- Health Insurance Dental and Vision: Voluntary at employee expense
- Personal Time Off: 20 PTO days first year accrued at 1.67 days monthly