

-PDO Director – Early Childhood Coordinator-

Pine Ridge Presbyterian Church has an opening for a part-time PDO Director (30 hrs/wk) who shares our values and can commit to guiding young children and their families in their journey to understand God's Love.

The purpose of Pine Ridge Presbyterian Church is to Nourish the Spirit, Grow in Community & Share God's LOVE!

PRPC believes, as part of the reformed tradition, that everyone is welcomed into God's heart regardless of their situation or status in life.



The mission of the -PDO Director – Early Childhood Coordinator- is to lead and expand the Parents Day Out program ministry at PRPC. Specifically Leading 6-10 part time PDO teachers while managing the responsibilities of the program.

Primary responsibilities will include:

- Ensure compliance with all state and local licensing regulations.
- Prepare and present an annual budget to the church.
- Operate the program within the budget and review fiscal reports monthly.
- Oversee the staffing of the program including hiring, firing and evaluation of staff performance.
- Establish and maintain an advertising program to promote enrollment.

A qualified applicant will have a combined 6+ years of related education and experience working with children birth to five. Previous Leadership experience is preferred.

Please submit letter of application and resume to Lisa Schreiber, Church Administrator at careers@pineridge.org by July 16th, 2018