

Centralia Community Church of God  
**Happy Day Learning Center Director**  
*Job Description (January 2024)*

**Position Summary:**

The director is responsible for overseeing all staffing, programming and operations of Happy Day Learning Center (an affiliated ministry of Centralia Community Church). *This is a full-time position. Salary range \$45,000-\$55,000 dependent on qualifications and experience.*

**Personal Qualifications:**

- A passion for serving the Lord and ministering to children in a Christian environment
- A commitment to personal integrity and character in one's leadership
- A vision for developing and maintaining an exceptional educational program
- Minimum of 1 year experience working as a director, assistant or program supervisor
- Have knowledge of child development as evidenced by experience and education:
  - Associate degree (AA) or Certificate in Early Childhood Education (ECE)
  - minimum requirement of a child development associate certificate (CDA)*
- Meet all requirements of WAC 388-150-470 prior to employment
- Complete a satisfactory work and criminal history background check

**Essential Responsibilities:**

- \*Manage all aspects of HDLC's vibrant and active environment
- \*Establish and maintain HDLC's policies and goals and uphold overall philosophies
- \*Recruit, train, and schedule all HDLC staff
- \*Conduct staff meetings and provide ongoing training
- \*Ensure that staff remains current on required certifications and safety regulations
- \*Establish strong lines of communication with HDLC clients utilizing Brightwheel software/App.
- \*Handle any child behavioral problems and ensure proper follow up with parent(s)
- \*Oversee all client billing and maintain proper records for children
- \*Create an inviting and safe atmosphere for both parents and children
- \*Meet with licenser and ensure standards are upheld while also correcting deficiencies
- \*Inspect indoor and outdoor facilities regularly, making sure any repairs are completed
- \*Purchase equipment and supplies as needed
- \*Develop annual budget and operate within that budget
- \*Promote HDLC through marketing, social media, etc
- \*Work with Centralia Community Church staff to integrate HDLC with church ministry
- \*Perform other duties related to HDLC as assigned by C3 Executive Pastor

*-Please send cover letter, resume, & references to Devin Burton  
([dburton@cccog.com](mailto:dburton@cccog.com))*

(Centralia Community Church, 3320 Borst Ave, Centralia, WA 98531, 360-736-7606)