

**LOVE
WHAT
YOU DO.**



LIIV Atlanta

LIIV ATLANTA
CHILDCARE CENTER DIRECTOR
JOB PROFILE

GROUP
ONE39

**CONNECTED.
RESULTS-DRIVEN.
BEST IN CLASS.**



THE LIIV ATLANTA CHURCH STORY

Lead pastors, Mayo and Kai Sowell, felt a call from God to the people in Atlanta. They wanted to launch a church from Atlanta, for Atlanta. One where people would be loved despite their differences and that has integrity. The name LIIV Atlanta means to see the city of Atlanta live and flourish according to the ministry message of Christ Jesus. LIIV stands for Love, Integrity, Influence, and Victory.

LIIV Atlanta was launched on September 18th, 2022. They have currently seen a consistent three-month trend in upward growth in attendance. They had their highest attendance day on Launch Day (Sept. 18th), then again on Easter Sunday, but now have seen extreme growth within the past few months. Currently, they are meeting in a high school with two services with the option to add additional service times. They are in the process of looking for buildings that would allow for services and daycare services. It is an exciting time to be at LIIV Atlanta!

LIIV ATLANTA CHURCH VISION & MISSION

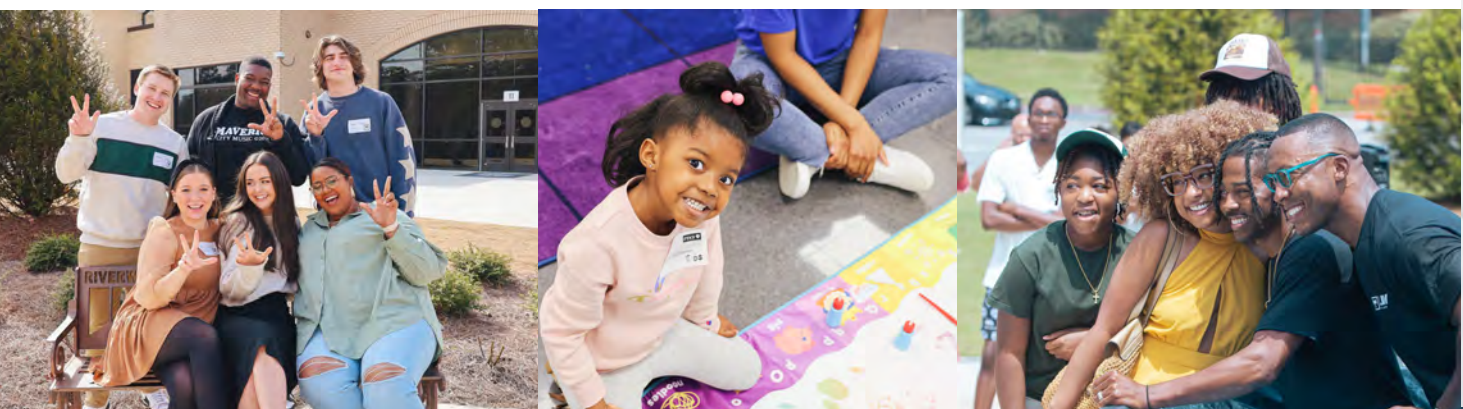
LIIV Atlanta's mission is to see ALL people flourish by Knowing God, Finding Freedom, Discovering Purpose, and Making a Difference.

CORE VALUES

- + WE LOVE GOD AND PEOPLE
- + WE PURSUE INTEGRITY
- + WE LEVERAGE INFLUENCE
- + WE DEMONSTRATE VICTORY IN ALL AREAS OF LIFE

JOB SUMMARY

The Childcare Center Director will oversee the day-to-day operations of the Academy. They will ensure that facilities are maintained. They will manage and support childcare center staff and work with operations leadership in managing the center's finances. The successful applicant will have experience in managing all aspects of a childcare center or nursery school, as well as strong leadership skills. They should display a friendly demeanor, have a love for children, and strive to create a supportive and encouraging environment for both children and teachers. Early childhood development experience is a plus.



CANDIDATE COMPETENCIES

- + Communicates excellently both in written and verbal form
- + Demonstrates strong leadership and interpersonal skills
- + Stays organized, solves problems quickly and efficiently, and has excellent time-management skills
- + Shows a friendly and approachable demeanor
- + Maintains a professional appearance, attitude, and work ethic at all times

PERSONAL PROFILE

- + Strong Leader
- + Friendly
- + Approachable
- + Professional
- + Good Work Ethic
- + Empowering



ESSENTIAL DUTIES & RESPONSIBILITIES

- + Ensure a safe, happy, and stimulating environment for children
- + Manage day-to-day operations of the center
- + Ensure center compliance with federal, state, and local regulations
- + Implement health and safety standards; ensuring that appropriate supervision of children and safe transportation practices are utilized daily
- + Complete all required paperwork and record-keeping on a timely basis and maintain this in an organized, up-to-date manner
- + Keep supervisor apprised in a timely manner of all critical areas of responsibilities, including serious student accidents, employee issues, and significant events
- + Develop and maintain a strong working relationship with all state licensing authorities, vendors, and community contacts
- + Evaluate and purchase materials, equipment, and supplies
- + Develop and actively maintain positive communications with parents
- + Recognize parent concerns, evaluate the course of action, and respond appropriately to the needs of parents. Will communicate parent concerns to other staff members and supervisor as needed
- + Keep un-enrolled children to a minimum; determine reasons for loss of enrollment and address problem areas contributing to the loss of enrollment
- + Communicate and meet with parents regarding their children and the center's policies
- + Ensure that curriculum is appropriately implemented throughout the program and meets state requirements for each age group
- + Work to ensure that the staff is effectively trained on curriculum and established early childhood principles
- + Work to get the program to the highest level with licensing and maintain this standard once it is met
- + Complete ongoing training and courses to remain up to date on childcare center standards and procedures

ESSENTIAL DUTIES & RESPONSIBILITIES

- + Create a program budget to ensure all resources are effectively managed and within budgetary constraints
- + Ensure that computer-related record-keeping requirements are met, including tracking monetary transactions with customers and vendors
- + Approve invoices and provide all necessary paperwork to accounts payable for payment and audit purposes
- + Maintain appropriate receipts on all credit card and bank transactions in an organized manner
- + Ensure that accounts receivables are closely managed; take appropriate action with non-paying accounts
- + Maintain accurate financial accounting of program operations
- + Manage and oversee the budget and accounts and ensure that the center remains profitable
- + Recruit, select, and properly train qualified staff
- + Anticipate staffing needs
- + Counsel staff regarding performance issues
- + Evaluate staff yearly and at other times as needed
- + Interview, hire, and train new staff members, ensuring they meet all policies and legal requirements
- + Respond and follow up on all enrollment inquiries
- + Work to develop marketing strategies to increase capacity utilization
- + Develop and facilitate a marketing and communications plan
- + Maintain building, equipment, and grounds to ensure a safe environment that meets program and licensing safety standards
- + Maintain a clean, safe, and healthy environment through scheduled cleaning and frequent safety checks
- + Coordinate equipment and facility repairs and ensure the timely completion of repairs
- + Other duties as assigned



ATLANTA, GA

Atlanta is a city hungry for diversity and thriving with community. Full of married couples, singles, growing families, entrepreneurs, successful businessmen and women, influencers, young people looking for a fresh start, and all of the people in between. Atlanta is full of energy and life and moves at a quicker pace compared to other cities. The city also provides the quaintness of surrounding communities that offer a more relaxed pace of life with accessibility to the larger city and all that it offers. We believe Atlanta is full of endless potential, and opportunities, and that God has much for this city!

We love what we do!

Group ONE39 is a transformational recruiting firm and leadership organization. We transform churches and ministries by delivering best in class talent and we help leaders increase their capacity for growth and reach. We create this transformation through established propriety interviewing systems, assessments, and simple memorable tools to help leaders understand themselves and connect well with others.

Our vision is transformation & our mission is

Transforming people + organizations

Values



Fun

We will laugh hard often.



Generosity

We will give not take.



Integrity

We will be the same in public private.



Team

We are better together.



Simple

Complexity is the enemy of growth.