

# Chamblee First United Methodist Church

## Parent's Morning Out (PMO) Coordinator

The PMO Coordinator will coordinate and oversee the Parent's Morning Out program, as well as seek to foster a strong education program through building relationships with children, parents, teachers, volunteers, and church leaders that provide and maintain a Christian environment in which the children may grow physically, emotionally, mentally, socially, and spiritually.

### Key Responsibilities:

#### Children's Education and Programs

- Manage day to day operations of the PMO Program and Curriculum to ensure the success of students.
- Collaborate with the Kindergarten Director to coordinate between PMO and Preschool/Kindergarten programs, as all are key children's outreach programs for the church.
- Look for ways to develop, grow, and improve the PMO program and beyond.

#### Overall Administrative Duties

- Recruit, hire, train, schedule and evaluate all PMO Teachers and substitutes (including CPR and First Aid certifications)
- Conduct new family tours, registering families for the PMO program.
- Collect tuition and registration information for new and current families and maintain database with all families and children information.
- Maintain effective communications with parents and teachers utilizing newsletters, announcements, emails, and conferences or other communication methods.
- Develop and maintain a relationship with current and new families and serve as point of contact for PMO families.
- Ensure Safe Sanctuary Policies are followed at all times in all PMO programs and events.
- Review PMO staff time and submit to Business Director to properly administer pay to PMO staff
- Coordinate with Children's Ministry Director on purchasing supplies and coordinate any facility needs for PMO activities.
- Maintain PMO Handbook and work with the Children's Ministry Director and Children's Council for any changes or updates.

### Education, Experience, and Skills Required:

- 5 years of experience in preschool education or child development
- Must be a comfortable working in a church setting. Prior experience and/or familiarity with church preschool programs preferred.
- Must understand child development and ability to relate to children and parents.
- Ability to be self-motivated and generate new ideas and programs and who values a team concept.
- Excellent organization and time management skills with attention to detail and ability to prioritize.
- Must have strong people and communication skills with ability to listen and communicate to people of all ages.
- Portrays a friendly, enthusiastic, and a pastoral heart for working with children, families, and parents along with PMO and Kindergartens staff members, church staff, and volunteers.

Reports to Children's Ministry Director

Role: Part Time (averaging 12-15 hours a week) Monday to Friday