

## **Director of BOLCCC**

Bread of Life Church in Torrance is looking for a qualified individual to be the Director of the Bread of Life Christian Children's Center (BOLCCC). BOLCCC provides preschool care for children of age two to six and after-school care for children up to 12 years of age.

The goal of the BOLCCC is to provide experiences that stimulate the child's interest in God's world – to provide a nurturing environment where each child can develop his or her physical, emotional, mental and social capabilities to his or her full potential, with an emphasis on cognitive development and communication skills.

Working collaboratively with the church community and the students' parents, the center's Director leads the daily operations, fosters BOLCCC staff development and carries out the mission of the church. This position requires strong supervisory, leadership, and communication skills along with a warm and nurturing disposition.

The successful candidate is expected to maintain the operating standards of the BOLCCC and within a reasonable transition period develop the capability to run the daily operation of the Preschool, the After School, and the Summer Day Camp programs and build up the relationships with the children, parents, staff and the church staff.

Responsibilities include

- Ensure compliance of existing and new regulations as specified by the Department of Social Services and all other applicable government organizations
- Maintain and update the operating manual of the BOLCCC as needed, working in conjunction with the church staff
- Keep and maintain records pertaining to the operation of BOLCCC
- Student admissions
- Daily scheduling of staff and facility assignment
- Communicate effectively with parents and prospective families
- Work with the staff in curriculum and lesson planning and development suitable for the BOLCCC children. Awareness of current trends in child education and development
- Performance review and professional development of the BOLCCC staff; recruitment of new staff
- Manage operations budget and expenses, ensure timely collection of school tuition; prepare regular financial reports as needed

Qualifications

- Must meet State of California licensing requirements, including one of the following: (i) A.A. in early childhood education and two years of teaching experience in a child care center, (ii) B.A. in early childhood education and one year of teaching experience in a child care center, or (iii) coursework only and four years of teaching experience in a child care center.
- Must have at least 3 units in a CDEV Supervisor/Admin class and demonstrate a working knowledge of current child care center regulations and policies.
- Prior experience in youth development at director level or above is highly preferred
- A successful candidate must be conversant in and practice the Christian faith.

### **APPLICANTS**

SEND RÉSUMÉ TO GUILLERMO LAO: [jobs@breadoflifechurch.org](mailto:jobs@breadoflifechurch.org)