

Mill Creek Child Care Center is seeking a passionate, experienced Executive Director to lead our Christian child care center, serving children ages 2–12.

The Executive Director provides leadership and oversight for the center's daily operations while fostering a safe, nurturing, and Christ-centered environment where children can learn, grow, and thrive. This dynamic position combines program leadership, staff development, family engagement, and administrative oversight.

Key Responsibilities

- Provide vision, leadership, and day-to-day oversight of the child care program.
- Develop and implement a high-quality, Christian-based curriculum that supports children's academic, social, emotional, and spiritual development.
- Build meaningful, positive relationships with children and their families and foster a welcoming and supportive community.
- Recruit, lead, mentor, and support child care staff, encouraging ongoing professional growth and development.
- Work closely and collaboratively with the Mill Creek Baptist Church ministerial staff and Child Care Board.
- Provide general financial and administrative oversight of the center.
- Ensure the program operates in compliance with all applicable Virginia licensing requirements and regulations.
- Stay informed about best practices and current developments in early childhood education and child development.

Qualifications

- Experience in the early childhood education field is required.
- Preferred leadership and/or management experience, preferably in a child care or educational setting.
- A strong understanding of early childhood education and child development.
- Excellent communication, interpersonal, organizational, and problem-solving skills.
- A genuine passion for working with children and supporting families.
- Commitment to creating and maintaining a Christian, nurturing, and high-quality learning environment.
- Must meet all qualifications and requirements established by the Virginia State Board of Education for Licensed Day Care Centers.

Expected Salary Range: \$66,000 - \$80,000 annually

This is an opportunity for a dedicated leader to make a meaningful impact on the lives of children, families, and staff while helping advance the mission of Mill Creek Child Care.

This is a full-time, salaried position with benefits. Please send inquiries and resumes to Scott Basham (Chair - Mill Creek Child Care Board) at scottdbasham@gmail.com.