



WRIGHTSVILLE
UNITED METHODIST CHURCH

Preschool Director

Wrightsville United Methodist Church – Half-Day Preschool Program

Position Overview

The Preschool Director provides leadership and oversight for a half-day preschool program serving children ages 2–5, operating Monday through Thursday. This part-time role (approximately 25 hours per week) is responsible for maintaining a nurturing, developmentally appropriate, and faith-centered environment that supports each child's growth while fostering strong relationships with families, staff, and the church community.

General Job Description and Expectations for all Wrightsville UMC Staff Members

Make disciples of Jesus Christ in one's area of ministry

Work together as a team with other staff members, committees and lay servants/volunteers.

Abide by and enforce the Safe Sanctuaries policies of the church

Reports to: Director of Children, Youth and Families

Primary Duties and Responsibilities:

Program Leadership & Operations

- Oversee daily operations of a half-day preschool program, ensuring a safe, engaging, and high-quality learning environment
- Maintain and grow enrollment through strong program reputation, community presence, and family engagement
- Oversee and manage a self-sustaining program budget within guidelines set by Wrightsville UMC Finance office
- Monitor enrollment, tuition, and expenses to ensure financial sustainability
- Steward resources effectively while maintaining program quality
- Collaborate with other Wrightsville UMC staff and ministries

- Establish and maintain program policies that prioritize the health, safety, and well-being of all children and staff
- Ensure appropriate records, procedures, and best practices are followed to support a safe and organized environment
- Maintain strict confidentiality within and outside of the Preschool regarding Preschool students and families
- Establish and uphold policies and procedures that support smooth and effective program operations

Staff Leadership & Development

- Recruit, hire, onboard, and supervise a team of approximately 8 teachers and assistants
- Provide ongoing support, guidance, and feedback to staff
- Maintain and meet regularly with the Preschool Advisory Board (PAB)
- Provide continuing education for staff - including CPR and First Aid
- Foster a collaborative, positive, and mission-driven team culture

Curriculum Support & Child Development

- Support lead teachers in developing and implementing classroom curriculum based on developmentally appropriate milestones
- Encourage best practices in early childhood education across all classrooms
- Oversee and maintain playground and program equipment for appropriateness and safety
- Observe classrooms and provide feedback to ensure a consistent, high-quality experience for all children

Family & Community Engagement

- Build strong, trusting relationships with families through regular communication and availability
- Partner with parents to support each child's development and preschool experience
- Participate in local Preschool Director Cohort
- Serve as a liaison between the preschool, church leadership, and congregation

Faith Integration

- Collaborate with church ministries to incorporate faith-based values and experiences into the preschool program
- Help cultivate a welcoming and spiritually nurturing environment for children and families

Ideal Candidate Qualifications

- Experience in early childhood education and/or program leadership
- Strong organizational, communication, and interpersonal skills
- Demonstrated ability to lead, support, and develop staff
- Understanding of developmentally appropriate practices in early childhood settings
- Commitment to fostering a faith-based, inclusive, and welcoming environment

Interested applicants should submit their resume and cover letter to the Staff Parish Relations Committee Chair at:

sprc@wrightsvilleumc.org

A completed background check form is required for application. An email with instructions to complete this form will arrive via email upon submission of resume.

This job posting is scheduled to close on May 10, 2026