

POSITION TITLE: Director of Noah's Ark Daycare (Full-time)
INCUMBENT NAME: Sherry Pipkin
SUPERVISOR'S TITLE: Associate Pastor of Discipleship
SUPERVISOR'S NAME: Scott Shelton
Approved by Session August 4, 2026

POSITION SUMMARY

The Director of Noah's Ark Daycare provides leadership and oversight for a Christ-centered, biblically based early childhood program at Zionsville Presbyterian Church. This role ensures high-quality care, education, and spiritual development for children aged six weeks to six years old while supporting families and aligning all ministry practices with ZPC's mission, vision, and values.

PRIMARY RESPONSIBILITIES

Program Leadership & Curriculum

- Implement the ministry's mission, vision, and values in alignment with ZPC.
- Oversee an early childhood curriculum that exceeds state standards and best-practice developmental guidelines.
- Ensure all programming integrates biblical teaching, Christian character development, prayer, and daily/weekly Bible time.
- Plan age-appropriate educational activities and family-focused events that strengthen relationships and support faith formation.

Staff Leadership & Development

- Recruit, hire, and retain qualified staff committed to excellence in Christian childcare.
- Provide ongoing training, coaching, and professional development that meets or exceeds state and NAEYC requirements.
- Review weekly lesson plans and ensure accommodation for children with special needs.
- Conduct annual performance evaluations and manage daily personnel matters, including payroll, discipline, and personnel files.

Operations & Compliance

- Maintain a safe, well-equipped facility in partnership with ZPC staff.
- Identify and pursue grant opportunities for equipment or facility improvements.
- Ensure full compliance with Indiana childcare regulations and maintain NAEYC accreditation.
- Organize and maintain accurate staff records and center documentation.

Financial & Administrative Management

- Establish annual financial goals and manage the ministry within approved budget guidelines.
- Provide monthly financial reports to the ZPC finance office.
- Accounts receivable oversight: monitor cash collections and aging reports in order to follow-up in a timely fashion on past-due amounts; ensure all revenue recorded is received.
- Develop and implement marketing strategies to meet enrollment goals and strengthen community relationships.

Church & Family Engagement

- Communicate effectively with parents through conversations, newsletters, and quarterly meetings.
- Foster positive relationships with ZPC staff and participate actively in staff meetings and retreats.
- Collaborate monthly with Noah's Ark Advisory Committee regarding ongoing needs and support.

Culture & Conflict Resolution

- Promote a Christ-centered, professional, and collaborative work environment.
- Lead conflict resolution efforts among staff, children, and families to achieve positive outcomes.
- Support the ongoing review and implementation of handbooks, policies, and procedures.

QUALIFICATIONS**Education & Experience**

- Bachelor's degree in early childhood education, child development, or related field preferred.
- Minimum 5 years of progressively responsible experience in early childhood education or childcare administration.
- Minimum 3 years of experience in personnel management.

Skills & Competencies

- Strong knowledge of early childhood development and high-quality daycare operations.
- Effective leadership, team-building, and interpersonal communication skills.
- Ability to develop curriculum, manage resources, and communicate mission, vision and values clearly.
- Competence in facility management, personnel oversight, and financial administration.

Faith & Character Expectations

- Fully committed follower of Jesus Christ, actively growing in faith.
- Demonstrates servant leadership, godly character, and Christian values.
- Holds theological beliefs consistent with ZPC's Statement of Beliefs and affirms the authority of Scripture