

EMPLOYMENT OPPORTUNITY

SoulSong Program Director

Lead a small, caring Parents' Day Out program serving children and families in Cookeville.

PART-TIME | UP TO 30 HOURS PER WEEK | UP TO \$18 PER HOUR

SoulSong is the Parents' Day Out ministry of First Presbyterian Church in Cookeville. We serve children from twelve months through pre-kindergarten in three small classrooms. Our goal is straightforward: to provide a safe, nurturing place where children are known, families are supported, and staff can do their best work.

The opportunity

We are seeking a capable, warm, and dependable Program Director to lead SoulSong's day-to-day work. The Director will support teachers, communicate with families, manage the program's administrative and financial responsibilities, and serve as the principal connection between SoulSong and the church.

This is a hands-on leadership position, but it is not ordinarily assigned to a classroom. The Director should be present and accessible while the program is operating, know the classrooms well, and be prepared to step in when needed.

What you will do

- Provide steady day-to-day leadership and help maintain a safe, welcoming environment for children, families, and staff.
- Supervise and support SoulSong teachers, including scheduling, staff meetings, training, and performance feedback.
- Serve as the primary contact for current and prospective families, including tours, enrollment, and parent communication.
- Manage the program budget and routine administrative work, including tuition records, timesheets, student files, and supplies.
- Monitor enrollment and staffing needs and make responsible recommendations to keep the program strong and financially sustainable.
- Coordinate program communications, community outreach, and efforts to maintain and grow enrollment.
- Work cooperatively with church staff and the committee designated to oversee SoulSong, providing regular updates on the program.

What we are looking for

- Experience in an early childhood program or childcare setting, including program leadership or progressively responsible work preparing you to lead.
- Experience supervising staff and building a dependable, collaborative team.
- Sound organizational and financial judgment, with the ability to manage a budget and maintain accurate records.
- Strong communication skills and the ability to work constructively with children, parents, staff, and church leadership.
- The ability to work independently, exercise good judgment, and respond calmly when plans change or problems arise.
- Willingness to comply with the church's child-protection requirements and complete a background check.

Preferred: coursework or credentials in early childhood education; familiarity with childcare-management software; or experience with enrollment, outreach, or marketing.

Position details

Schedule: Part-time, up to 30 hours per week. The regular schedule includes Monday through Thursday during program hours, with limited flexible administrative time. SoulSong generally follows the Putnam County school calendar and is closed during the summer.

Compensation: Hourly, up to \$18 per hour, commensurate with experience.

Church relationship: Membership in First Presbyterian Church is not required. The Director should be comfortable supporting the church's mission and SoulSong's ministry to children and families.

To apply

Please send a resume and a brief statement of interest to Ben Marsee at bdmarsee@gmail.com by September 15.