



Job Description: Mother's Day Out Coordinator

JOB TITLE: Mother's Day Out Coordinator	SCHEDULE: 20 hours per week, evenings and weekends as needed
REPORTS TO: Pastor	FLSA STATUS: Non-exempt

SUMMARY:

The Mother's Day Out (MDO) Coordinator provides leadership and oversight of the parish's early childhood program, ensuring a safe, nurturing, and faith-based learning environment. This position manages daily operations, including staff supervision, curriculum development, budgeting, and compliance with diocesan and state safety standards.

The Coordinator fosters strong relationships with children, families, and staff, reflecting the mission and values of the Catholic Community of Bartlesville. The MDO Coordinator supports the spiritual and developmental growth of children, helping them experience God's love in an engaging and supportive setting.

ESSENTIAL FUNCTIONS:

To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- **Program and Curriculum Leadership**
 - Develop and oversee an engaging, age-appropriate curriculum that promotes social, emotional, physical, and spiritual growth.
 - Establish classroom schedules, lesson plans, and learning objectives consistent with Catholic values and diocesan guidelines.
 - Ensure classrooms and activities meet safety, cleanliness, and licensing standards.
 - Support teachers and assistants in implementing effective learning strategies and maintaining a nurturing atmosphere.
- **Staff Supervision and Development**
 - Recruit, hire, and train qualified childcare staff and teachers.
 - Provide ongoing supervision, coaching, and performance feedback to ensure high-quality program delivery.
 - Schedule staff, manage coverage needs, and coordinate professional development opportunities.
 - Conduct regular team meetings and ensure all staff maintain required certifications (Safe Environment, CPR/First Aid).



- **Parent and Community Relations**
 - Communicate effectively with parents regarding enrollment, program updates, and student progress.
 - Provide tours, orientations, and parent meetings to promote family engagement.
 - Respond promptly to concerns or questions with professionalism and compassion.
 - Collaborate with parish staff to strengthen community connections and promote the MDO program within the parish.
- **Budgeting and Operations**
 - Develop and manage the program budget responsibly, including tuition collection, supply purchasing, and financial reporting.
 - Maintain accurate records of enrollment, tuition, staff certifications, and compliance documentation.
 - Maintain confidentiality of all child and family information in accordance with diocesan policy, state childcare regulations, and applicable privacy laws.
 - Coordinate with the Business Manager for payroll, purchasing, and accounting functions.
 - Oversee maintenance, cleanliness, and safety of all MDO facilities and equipment.
- **Safety and Compliance**
 - Ensures adherence to all applicable state licensing regulations, including child–staff ratios, facility standards, reporting requirements, and Coordinator qualifications.
 - Ensure compliance with diocesan Safe Environment policies and applicable state childcare regulations.
 - Monitor health, safety, and emergency preparedness protocols, including drills and inspections.
 - Support the spiritual and emotional well-being of children and staff through a Christ-centered approach.
 - Serve as the primary point of contact for incident reports, licensing documentation, and parent communications.

EDUCATION/CERTIFICATIONS:

To perform this role successfully, the individual should possess the following education, formation, or equivalent experience representative of the position’s requirements:

- Bachelor’s degree in Early Childhood Education, Child Development, or related field preferred; equivalent experience may be considered.
- Minimum of three (3) years of experience in early childhood education, childcare administration, or related leadership.
- Must complete diocesan Safe Environment Training and maintain active compliance throughout employment.
- Employment is contingent upon the completion of diocesan and state background checks, fingerprinting, and Safe Environment compliance as required by diocesan and civil regulations.
- CPR and First Aid certification required within 30 days of hire.

QUALIFICATIONS:



To perform the job successfully, the requirements representative of the knowledge, skills, and/or abilities required include the following:

- Active and practicing Catholic preferred, with respect for and support of the mission of the Catholic Community of Bartlesville.
- Demonstrated experience in childcare leadership, program management, or preschool education.
- Strong organizational and interpersonal skills, with the ability to manage staff, budgets, and multiple priorities.
- Excellent written and verbal communication skills, with a compassionate and professional approach to families and children.
- Ability to work collaboratively within a parish environment and uphold confidentiality at all times.
- Flexible, dependable, and mission-driven, with a genuine love for working with children and families.

SUPERVISORY RESPONSIBILITIES:

This position supervises MDO teachers, assistants, and program support staff.

FAITH AND CONDUCT EXPECTATIONS

As a representative of the Catholic Community of Bartlesville, the MDO Coordinator is expected to uphold the mission, values, and teachings of the Catholic Church, demonstrate integrity and discretion in all matters, and foster a welcoming, respectful, and faith-centered environment for children, families, and staff.

ENVIRONMENT:

To perform the essential functions of this position successfully, an individual must be able to meet the following working conditions and physical demands, with or without reasonable accommodation:

- Position operates within a classroom and office environment.
- Regularly required to communicate effectively with children, parents, and staff.
- Must be able to lift or carry up to 35 pounds and move classroom materials as needed.
- Frequent walking, bending, kneeling, and standing required throughout the day.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

ACKNOWLEDGEMENT:



I have read and understand the responsibilities and expectations outlined in this job description. I am able to perform the essential functions of this position, with or without reasonable accommodation. I acknowledge that I am an employee of the Catholic Community of Bartlesville, which serves the parishes

of St. James and St. John Before the Latin Gate. I understand that the needs of the parish community may require my duties to change or expand on a temporary or ongoing basis. Should I have questions about my responsibilities or require accommodation, I will speak with my supervisor or the parish administration.

_____ Employee Signature	_____ Employee Printed Name	_____ Date
_____ Supervisor Signature	_____ Supervisor Printed Name	_____ Date

The Catholic Community of Bartlesville is an equal opportunity employer and is committed to providing a workplace that is free from discrimination and harassment. In accordance with applicable federal, state, and local laws, employment decisions are made without regard to race, color, national origin, sex, age, disability, veteran status, or any other characteristic protected by law.

As a religious organization, the parish reserves the right to prefer employees who are active, practicing Catholics and who support the mission and values of the Catholic Church.