

NEW BEGINNINGS UNITED METHODIST CHURCH

Job Description: Director of Afterschool Program

Principle Focus

The Director of the Afterschool Program will work cooperatively with the Pastor and the Director of Church Administration to run an afterschool program at NBUMC. The Director will support the mission and objectives of the church in service to the world and will be under the immediate supervision of the Pastor and the Staff Parish Relations Committee (SPRC).

The Director of the Afterschool Program is a member of the ministry support staff and is selected by the Staff Parish Relations Committee (SPRC). The Director of the Afterschool Program will exude passion for creating a safe and inviting space for children to spend time after school.

This is a part-time, salaried position covering 20 hours per week beginning two weeks before school starts and extending two weeks after close of school. The Director will be on site during the program hours of 3:30pm – 6:00pm and the remaining hours will be flexible for meetings and events.

Duties and Responsibilities

- Coordinate and guide the day-to-day activities of the afterschool program.
- Be responsible for screening, hiring, and evaluating and managing qualified staff for the program. Assist in developing and implementing a comprehensive training program for staff to include new staff orientation and safe sanctuary certification.
- Will meet with interested parents and facilitate the registration process.
- Be responsible for all financial activities of the program including but not limited to parent payments, follow-up on late payments, staff timesheets approval and managing the budget.
- Will formulate and develop policies and procedures. Prepare goals and objectives for the program and coordinate activities.
- Will handle any advertising for the program.
- Will ensure that classroom and facilities reflect a professional and Christian environment. Attend church staff meetings, relating pertinent information about the program to staff as well as coordinating program activities with the church master calendar.
- Counsel with parents as necessary. Develop a parent handbook to communicate program policies and procedures.
- Will be accountable to SPRC and shall receive evaluations (including salary recommendation) by this body.
- Other duties as assigned by the Senior Pastor or SPRC.

Employment Policies

- Will be subject to criminal background checks as required by the church's Safe Sanctuary policy.
- Current certification in CPR and basic first aid.
- Ability to relate with children, parents, program staff and church staff in a professional manner.
- Ability to effectively organize and prioritize work and multi-task.