

OUTLINE OF JOB DESCRIPTION

JOB TITLE: Director of Kids Ahead Afterschool Ministry

REPORTS TO: Senior Director of Discipleship Ministries

SUPERVISES: Kids Ahead Staff

CLASSIFICATION: FT, Salaried, Exempt

HOURS: This position is expected to work an average of 35 hours per week during the Kids Ahead operating season, which covers the full school year, plus additional weeks for preparation, planning, and program maintenance. During the operating season, typical workday hours include 11:00am-6:00pm M-F, but hours may extend earlier or later as needed. During the non-operating season, the hours vary according to the needs of the program.

MINISTRY AREA: Discipleship

RESPONSIBILITIES: All responsibilities are subject to change, based upon the needs of the Church. Further expectations and responsibilities are outlined in the Employee Handbook. Job responsibilities include, but are not limited to, the following:

- The Director is responsible for creating a safe, welcoming environment for students to complete homework, engage in constructive activities, and build relationships.
- The Director is responsible for developing and implementing safety standards that ensure the wellbeing of students and staff, in compliance with any legal requirement and relevant church policies.
- The Director is responsible for overseeing the financial management of Kids Ahead, including recordkeeping, managing billing and payments, accounts payable, managing the program budget, and adhering to any relevant financial policies established by the church Finance Committee.
- The Director is responsible for working with the facilities staff to ensure that the needs of the program are met and that there is an equitable sharing of the maintenance and custodial burden associated with the program. The Director shall be flexible, as the church facility is shared by a variety of ministries, and instill this flexibility in the program staff. The Director also shall ensure that the program adheres to any facilities policies established by the church Board of Trustees.
- The Director is responsible for ensuring good communication and collaboration with parents and other caregivers, ensuring that the needs of the students are met to the furthest extent possible, based upon the resources and goals of the program.
- The Director is responsible for establishing the disciplinary standards for students in the program, ensuring that staff are consistent and professional in the implementation of these standards and that these standards are communicated well to students, parents, and other caregivers.
- The Director is responsible, in collaboration with the Kids Ahead Board, for the hiring and firing of Kids Ahead staff, for ongoing staff management, and for the development of staffing policies that are specific to Kids Ahead. This includes adhering to any relevant HR policies established by the Staff Parish Relations Committee of the church.
- The Director is responsible for developing the Kids Ahead Board and establishing Kids Ahead program policies, in compliance with any relevant church policies.
- The Director is expected to attend church staff meetings at least monthly, to meet regularly with his/her supervisor, to participate in any other church meetings or activities that are relevant to the role, and to collaborate with other church leaders.

QUALIFICATIONS: The qualifications include, but are not limited to, the following:

- A bachelor's degree is required.
- A degree with a major or special emphasis in education or related field is strongly preferred.
- Continuing education courses and some graduate work are desirable.
- Experience in educational and/or church settings, particularly United Methodist churches, is preferred.
- Strong organization, management, and communication skills.
- Experience managing staff is strongly preferred.
- Experience working with children is required. The Director must be able to relate well to children and caregivers.
- A commitment to providing an inclusive Christian setting and working in collaboration with other church leaders and ministries is required.
- Knowledge of basic accounting (preferably Quickbooks), office software, and other relevant technologies strongly preferred.
- Must be able to engage in physical activities as needed, such as lifting, moving, walking, standing, etc.

COMPENSATION: Compensation is based upon relevant education and experience and set by the Staff Parish Relations Committee of Christ UMC, in accordance with any Annual Conference or denominational policies (where applicable). Additional benefits are available.

REVISION DATE: February, 2020