



## **JOB DESCRIPTION**

**Position:** After School Program Director

**Reports To:** Senior Pastor

**Job Type:** Part-time, seasonal position (approximately 10 hours/week during school year)

**Salary:** \$200/week

Applicants must complete an initial application and submit a letter of interest and resume with one pastoral reference and two professional references. Screening requirements include an interview and a criminal background check (upon acceptance of offer).

**POSITION OVERVIEW:** The After School Program Director is responsible for overseeing the planning and implementation of after school care programming for families in the Southwestern Jefferson County School (SWJCS) district. The desire is to serve our local community by providing a safe after school program that shares the love of Christ both in word and deed.

### **EDUCATION AND EXPERIENCE**

- High School degree required; associate degree or bachelor's degree in early childhood education, elementary education, or similar major preferred.
- Previous experience working with or serving children and/or families.
- Previous experience working in a church setting preferred.
- Experience in recruiting and working with volunteers preferred.
- Experience with program planning.
- Membership and active participation in a church (United Methodist preferred)
- Possess a valid Indiana driver's license.

### **ESSENTIAL SKILLS AND ABILITIES**

- Demonstrates spiritual maturity and a growing commitment to the Christian faith.
- Passionate to connect the community to the vision of the local church.
- Working knowledge of Microsoft Office.
- Manages multiple tasks simultaneously.
- Comfortable working with families, both students and parents.
- Preserves effective working relationships with other people.
- Communicates effectively verbally, and in writing.
- Understands the importance of classroom management and routine.
- Maintains confidentiality and professionalism at all times.

## RESPONSIBILITIES

- Recruit, train, and disciple after school care program volunteers.
- Work in conjunction with the office manager to hire all staff personnel.
- Plan and implement after school programming for children including (but not limited to) activities (including field trips and musical), snacks, ministry programming and content.
- Regularly communicate with Hanover UMC and SWJCS concerning program logistics including registering students for the program, coordinating bus schedules, updates on student attendance, and other matters deemed necessary.
- Regularly communicate with parents concerning program logistics including schedules, rules and expectations, and other matters deemed necessary.
- Regularly communicate with parents concerning opportunities for prayer, encouragement, and family discipleship.
- Coordinate volunteers to help with various aspects of the program and regularly communicate program plans and expectations with volunteers.
- Manage, reserve, and obtain the necessary supplies and space utilized for the program.
- Attend and/or lead weekly after-school program sessions and field trips.
- Perform other related duties as required.

**COMMUNITY IMPACT:** The After School Program Director is considered a direct representative of Hanover United Methodist Church to the Hanover community. As such, the program director is expected to faithfully represent the love of Christ and the values of Hanover United Methodist Church, while seeking to serve and prioritize the after-school programming needs of our local community.

*As a religious institution operating under the auspices of The United Methodist Church, Hanover United Methodist Church is permitted and reserves the right to prefer employees on the basis of religion (42 U.S.C., Sections 2000e-1 and 2000e-2).*