

**Position: After School Care Program Director for new program at First United Methodist Church**

**Reports To: Pastor, AfterSchool Board**

**Job Type: Part-time, hourly (~17 hours/week), \$15 per hour to start**

**POSITION OVERVIEW:** The After School Program Director is responsible for overseeing the planning and implementation of after school care programming for families in the Elkin City Schools district. The desire is to serve our local communities by providing a safe and affordable after school program that shares the love of Christ both in word and deed. Homework completion is the primary goal; snack, outside play and other enrichment activities as needed.

**EDUCATION AND EXPERIENCE**

- High School diploma/GED required; 2 yrs college preferred
- Previous experience working with or serving children and/or families (preferred)
- Willing to let your faith be evident to the children
- Valid North Carolina driver license (willingness to get a CDL)

**ESSENTIAL SKILLS AND ABILITIES**

- Demonstrates spiritual maturity and faith
- Must pass criminal background check
- High School Diploma or GED Required
- Ability to speak and write Standard English appropriate in public school
- At least six months experience working with youth in a classroom, after school, or recreation setting
- Math and English skills (K-8)
- Excellent communication skills- face to face, email, social media
- Working knowledge of Microsoft Office
- Manages multiple tasks simultaneously
- Comfortable working with families, both students and parents
- Preserves effective working relationships with other people
- Maintains confidentiality and professionalism at all times

**RESPONSIBILITIES**

- Recruit and train desirable program employees
- Work in conjunction with the AfterSchool Board and FUM Church Staff
- Plan/implement daily programming for children including (but not limited to) homework help, activities/outside play, snacks
- At pick-up, communicate with Elkin Elementary office regarding student attendance

- Regularly communicate with parents concerning program logistics including schedules, billing, rules and expectations, and other matters deemed necessary
- Coordinate volunteers to help tutor students on select days of the week
- Manage, reserve, and obtain the necessary supplies and space utilized for the program
- Perform other related duties as required
- Sets a positive example in snack selections, personal habits, and attitudes
- Serves as a positive adult role model for children in the program through appropriate dress, speech, attitude, and courtesy.
- Coordinate First Aid and CPR training yearly.

**COMMUNITY IMPACT:** The AfterSchool Program Director is considered a representative of First United Methodist Church. As such, the program director is expected to represent the love of Christ, while seeking to serve and prioritize the AfterSchool programming needs of our local community.

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Most importantly, the AfterSchool Program Director should have a genuine passion for working with children and the ability to lead programs that support their academic and personal growth.  
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