

Job Title: **Afterschool Director**
 Organization: **HPC - Childcare Programs**
 Level: **Part-time Salaried**

SUMMARY

Leads afterschool and summer camp programs; ensures a warm, nurturing and loving environment for students enrolled, their parents and the staff. Be the Afterschool face of Christian love, faith, practice and mission to the staff, children, parents and community.

REPORTING RELATIONSHIPS

Position Reports To:
 Senior Pastor

Position(s) Supervised:
 Afterschool -Teachers, Drivers, Food Service, Maintenance and Accounts Receivable Clerk

Position Works Closely with :
 Directors of Discipleship and Preschool

PRIMARY FUNCTIONS & ESSENTIAL RESPONSIBILITIES

1. Recruit, hire and schedule afterschool staff
2. Perform annual employee reviews, provide feedback and coach employees regularly
3. Establish student tuition and fees with approval of Board of Directors (BOD)
4. Schedule and lead staff meetings
5. Plan and implement training and/or events for staff development and morale
6. Collaborate with BOD to establish policies and procedures as needed
7. Market the program to the community by website, advertisement, e-mail, blasts, etc.
8. Plan events and special enrichment programs for students
9. Communicate regularly with parents and church members
10. Attend HPC monthly staff meetings
11. Prepare requests for scholarships assistance for BOD approval
12. Prepare requests for non-budgeted expenditures for BOD approval
13. Work with HPC property team to ensure facilities and transportation needs met
14. Assist in preparation of the annual budget
15. Monitor program's receipts and expenditures and ensure receivables are current
16. Serve as ex officio member of BOD
17. Support our HPC vision "to take Jesus as He is to people as they are from the heart of Huntersville."

QUALIFICATIONS

Education/Certification

- Bachelors' degree in education or its equivalent
- First aid and/or CPR training desirable

Experience Required

- 2 years experience leading similar program
- Proficient in Microsoft Office applications and Internet Explorer

Competencies

- Ability to provide loving and nurturing care for children and youth K-8
- Team player
- Exemplary leadership skills to include change management and emotional intelligence

Other

- Christian faith
- Follow policies adopted by HPC's Session and BOD and government agencies applicable to childcare
- Core hours are 1:30 p.m. to 6:30 p.m. days school in session
- Hours usually 25-28 per week
- Compensation is set annually by BOD; benefits as per HPC employee policies
- Job description applies to Summer Camp Director (substitute summer camp for afterschool)
- The position may be full time in the summer camp program
- Other responsibilities as needed