

Job Title: School Kids Director
 Organization: HPC - Childcare Programs
 Level: Part time (30 hours/week school year) Salaried
**may have more hours in summer months*

<p>SUMMARY</p> <p>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.</p>	<p>PRIMARY FUNCTIONS & ESSENTIAL RESPONSIBILITIES</p> <ol style="list-style-type: none"> 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
<p>REPORTING RELATIONSHIPS</p> <p><i>Position Reports To:</i> Senior Pastor</p> <p><i>Position(s) Supervised:</i> Afterschool -Teachers, Drivers, Food Service, Maintenance and Accounts Receivable Clerk</p> <p><i>Position Works Closely with :</i> Directors of Discipleship and Preschool</p>	

QUALIFICATIONS	
<i>Education/Certification</i>	<ul style="list-style-type: none"> • Bachelors' degree in education or its equivalent • First aid and/or CPR training desirable
<i>Experience Required</i>	<ul style="list-style-type: none"> • 2 years experience leading similar program • Proficient in Microsoft Office applications and Internet Explorer
<i>Competencies</i>	<ul style="list-style-type: none"> • Ability to provide loving and nurturing care for children and youth K-8 • Team player • Attention to details • Flexibility • Exemplary leadership skills to include change management and emotional intelligence
<i>Other</i>	<ul style="list-style-type: none"> • 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