

Position— High School and Thrive Director

Mission: Preston Taylor Ministries (PTM) empowers Preston Taylor children and youth to discover and live their God-inspired dreams, develop a love for learning, and build joy-filled friendships that glorify Christ Jesus.

Reporting to the Program Director, the High School and Thrive Director will be responsible for leading a weekly program to engage high school students and recent high school graduates in relationships and activities designed to encourage academic, relational, and spiritual growth. The High School and Thrive Director will help build and maintain a loving Christian community with PTM students, their parents, volunteers and the Preston Taylor community. Embracing PTM's Christ-centered mission, this person will lead in growing a family of students and volunteers to continue growing PTM's capacity to serve more youth in a deeper way.

Requirements: This position requires a person with an understanding of the unique challenges faced by youth who grow up in generational poverty. He/she would have a bachelor's degree or equivalent experience. Good organizational and planning skills are required.

Responsibilities

General:

- Represent PTM and its mission formally and informally.
- Participate meaningfully and significantly in staff meetings.
- Be personally familiar with all PTM programming.
- Cultivate relationships with PTM volunteers, staff, students, their families, and the Preston Taylor community.
- Serve on staff planning committees for PTM events, retreats and fundraisers.

Specific:

- Plan for and lead SaLT (Servant and Leadership Training Program) Monday-Friday during the school year at two sites.
 - Develop servant/leadership curriculum which includes job training, career exploration, service learning, manners, college prep, and other life skills needed for independence.
 - Maintain strong volunteer support with tutors and other volunteers.
 - Provide for SaLT meals for students.
 - Connect regularly with parents/guardians of SaLT students.
 - Establish good connections with school teachers and academic advisors of SaLT students.
 - Plan SaLT Family Dinners once a semester that include students, parents, mentors and tutors.
 - Prepare and Plan for annual Senior Banquet for High School Students.
- Plan for and lead Dinner and Devo.
 - Coordinate large group introduction activity with mentors and mentees.
 - Develop faith-based mentoring curriculum.
 - Supervise mentoring time.
 - Help recruit volunteers.
 - Communicate with and sustain volunteers.

- Assist with Calvin House Wednesday Night Program.
 - Assist Youth Director in planning Calvin House events, retreats and outings.
- Lead Summer SaLT.
 - Recruit local corporations to hire Summer SaLT interns.
 - Interview and select students for the program.
 - Oversee student matches with partner corporations.
 - Ensure students are paid in accordance with agreement and that financial reporting follows PTM procedure.
 - Provide for a daily summer program for high school students that combines faith, academics, service, and job preparedness.
- Lead Thrive (PTM's program for recent high school graduates).
 - Plan group events to foster and build community.
 - Recruit and coordinate a network of volunteers to serve as mentors and members of the resource team for Thrive students.
 - Coordinate with volunteers to provide small group opportunities for Thrive students.
- Other responsibilities to be assigned as needed.

Work Schedule

This is a full-time, exempt position, requiring an average of 40 hours/week, Monday through Friday, with some evenings and weekends required. Program hours are:

Mondays: 2:00--7:30
 Tuesdays: 2:00-8:00
 Wednesday: 2:00-7:30
 Thursday: 2:00-7:00
 Friday: 2:00-6:00

Outside of the above hours, the High School and Thrive Director will have flexibility to create a personally workable schedule to satisfy the requirements of the position.

Benefits

- Salary: \$34,000 + partial healthcare.
- Paid vacation in accordance with employee policy manual (15 days through 5 years; then 20 days after 5 years). Two sick days.
- Holidays listed in PTM Employee Handbook (Easter, Memorial Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas, New Year's Day).