

Position—Wilson Center Director

Reporting to the Program Director, the Wilson Center Director will be responsible for leading K-4th Grade students at the Hal and Martha Wilson Center in afterschool, summer, and enrichment programming in such a way that allows PTM to fulfill its mission: “PTM empowers youth to discover and live their God-inspired dreams, develop a love for learning, and build joy-filled friendships that glorify Christ Jesus.” Embracing PTM’s Christ-centered mission, the Wilson Center Director will embody the core values of PTM: Christ-centered, Love, Friendship, Learning, Joy, and Hope.

Responsibilities

General:

- Represent PTM and its mission formally and informally.
- Participate meaningfully and significantly in staff meetings.
- Lead afterschool programming for PTM students.
- Approach role prayerfully.
- Embrace PTM mission and strategic plan.

Specific:

- Ensure snacks for programming
- Set up for daily program (including all materials and supplies)
- Provide daily Bible lesson or character education
- Lead in academic growth
- Ensure safety of arrival and dismissal
- Close down the facility at the end of the day (unless another program follows)
- Enforce discipline plan
- Maintain CDL driver’s license
- Help in volunteer recruitment, training, and communication
- Share in the supervision of interns and work study students
- Represent PTM at various functions
- Maintain positive relationships with parents and teachers/faculty

Work Schedule

The Wilson Center Director is expected to work 30 hours per week. Hours are flexible with the exception of program-specific responsibilities. As a salaried employee, Wilson Center Director is expected to work whether or not school is in session.

Program Hours School Year (following mnps calendar):

- Monday-Thursday—3:30-6:30

Program Hours Summer (7 weeks)

- Tuesday-Friday—10:00-3:00

Benefits

- Salary: \$29,640 per year +partial health benefits (PTM will pay 80% of individual health insurance premiums through PTM Group Plan with Blue Cross/Blue Shield); OR, \$33,000 with no benefits
- 15 days of paid vacation. 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)