



**St. Luke’s Community House**  
**Elementary Director**

Reporting to the St. Luke’s Community House (SLCH) Director, the SLCH Elementary Director will be responsible for strengthening the operations of Preston Taylor Ministries (PTM) that provides significant opportunities for involved children to experience “joy-filled friendships” and to pursue their “God-inspired dreams.” Embracing PTM’s Christ-centered mission, the SLCH Elementary Director, will represent PTM to PTM children and their families, volunteers, potential volunteers, and supporters. He or she will do this by demonstrating a love for God that is evident in his or her lifestyle whether or not he or she is at PTM.

<b>Job Title:</b>	St. Luke’s Community House Community House Elementary Director	<b>Supervisor</b>	St. Luke’s Community House Director
<b>Location:</b>	SLCH	<b>Position Type:</b>	P2
<b>Salary</b>	\$20/hr	<b>Exempt/Nonexempt:</b>	Nonexempt
		<b>Posting Expires:</b>	n/a

**Roles and Responsibilities**

- I. Plan and Organize a Program for elementary school students that is sustainable for 5 days a week
  - Provide daily Bible lesson or character education
  - Lead in academic growth by providing academic activities that supplement school work
  - Recruit students and families for the program
  - Help students grow in connectedness through all of PTM’s programs
- II. Direct and Run an Afterschool Program
  - Set up for daily program (including all materials and supplies)
  - Enforce discipline plan
  - Help in volunteer recruitment, training, and communication
  - Share in the supervision of interns and work study students
- III. Empowering and Assist volunteers to provide for the kids well and appropriately
  - Assign volunteer roles based on volunteer interest and student need
  - Oversee volunteers while they work with students
  - Help sustain volunteer support
- IV. Communicating with parents to provide parent engagement
  - Maintain positive relationships with parents and teachers/faculty
  - Assist the program director in hosting 2 community suppers per semester

V. All other duties assigned

## Qualifications and Education Requirements

Bachelor's degree or commensurate experience

2+ years of experience in youth development

2+ years of experience working in a multi-racial setting

## Preferred Skills

CPR Training

Spanish Speaking

## Additional Notes

The SLCH Middle School Director would work an average 26.5 hrs/wk. during the school year (except for scheduled school year breaks) and up to 40 hours during the summer program

*School Year Schedule: M-F from 1:00-6:00 (and staff meetings)*

*Anticipated Staff Meeting Schedule:*

Mondays at 12:30: Staff Meeting

Wednesday at 12:00: Staff Meeting

*Summer Schedule:*

Mondays: 10:00-3:00

Tuesday-Friday: 8:00-5:00