



Site Director and Program Assistant

The Site 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 Site Director, will represent PTM to PTM children and their families, volunteers, potential volunteers, and supporters. Additionally, this person will help facilitate weekend opportunities (field trips, sports, and group volunteer days). 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.

Job Title:	Site Director and Program Assistant	Supervisor	Program Director and Chief Program Officer
Location:	Various Sites	Position Type:	Level II
Salary/Wage:	35,000	Exempt/Nonexempt:	Nonexempt
Benefits	Health Insurance (80% of individual in PTM plan) PTO 15 days	Posting Expires:	

Roles and Responsibilities

- I. Plan and Organize a Program for K-4th grade 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
 - Enroll students
- II. Direct and Run an Afterschool Program and Summer 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
- IV. Building Relationships with students outside of program hours
- V. 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
- VI. Provide weekend program support (school year only)
 - Coach sports team
 - Assist Sports Director with volunteer coordination and parent communication

- Lead field trips
- Facilitate Family Volunteer Days, Hardwork Saturdays, and Funday Sundays
- Drive bus or van
- Other tasks as assigned

Qualifications and Education Requirements

Knowledge in Afterschool Programs and educating students, Bachelor's degree or commensurate experience.

Preferred Skills

CPR Training, Bilingual (Spanish/English)

Additional Notes

This job combines two part-time jobs to create a full-time job. During the school year, the Site Director would work an average of 26.5hrs/wk on program leadership and 13.5 per week in weekend program support and 40 hrs/week during the summer on program leadership.

Anticipated Staff Schedule:

School Year: Monday-Thursday 11:00-6:30; Saturday--8:00-4:00 (seasonal); Sunday—12:00-5:00 (seasonal)

Summer: Mondays—12-4; Tuesdays-Friday—8-5