



## McGruder Middle Site Director

The Middle 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 Middle Site 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>	Middle Site Director	<b>Supervisor</b>	McGruder Director
<b>Location:</b>	McGruder Center	<b>Position Type:</b>	Level II
<b>Benefits</b>	\$20/hr 30 hrwk (school year) 36 hr/wk (summer)	<b>Posting Expires:</b>	

### Roles and Responsibilities

- I. Plan and Organize a Program for 5-8<sup>th</sup> grade that is sustainable for 4 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
  - Assist with Calvin House Youth on Wednesday evenings during the school year
  - Assist with Halftime program on Wednesday early dismissal
  - Support Fun Friday programming, which can include elementary 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
  - Recruit volunteer support
- 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 3 community suppers per year

### Qualifications and Education Requirements

- Knowledge in Afterschool Programs and educating students, 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

### Additional Notes

The McGruder Middle Site Director would work an average of 26 hr/wk during school year, except scheduled school year breaks.

Tentative School Schedule					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday/Sunday
11:30-6:30pm	11-6:30pm	11-7pm	11:30-6:30pm	2-6pm	occasional field trips
6	6	8	6	4	

Time will be given to prepare sites at the beginning each semester and to clean up sites at the end of school year and summer.

Tentatively the summer schedule is during the day approximately 9am-3pm, Tuesday – Friday. With Monday as a training and planning day.