



Job Title	Wilson Center Director	Supervisor	PTM Satellite and WC Site Program Director
Location	Wilson Center	Benefits	Medical , Dental, Basic Life, Long Term Disability, Short Term Disability (optional), 15 days PTO
Position Type	Exempt		

Reporting to one of the PTM Program Directors, the Wilson Center Director will be responsible for leading (40 elementary students) at the Hal and Martha Wilson Center in afterschool, summer (50 students), Fun Fridays (up to 95 students), 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.

Roles and Responsibilities

- I. Plan and Organize a Program for PTM students that is sustainable for 5 days a week
 - Provide daily Bible lesson or character education in keeping with PTM’s Core Beliefs
 - Lead in academic growth by providing academic activities that supplement school work and by communicating with classroom teachers
 - Promote literacy development
 - Oversee Fun Friday enrichment program (combining multiple sites at Wilson Center with up to 95 students)
 - Supervise assistant, interns and works study students as needed
 - Close down the facility at the end of the day (unless another program follows)
 - Ensure safety of arrival and dismissal
 - Work to meet organizational goals of student connectedness for each student
 - Oversee enrollment process for Wilson Center school year and summer enrollment
- II. Direct and Run an Afterschool Program and Summer Program
 - Set up for daily program (including all materials and supplies)
 - Ensure snacks for programming including compliance with partner food service agencies
 - 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
 - Help facilitate and promote weekend and after hours field trips and opportunities
- V. Communicating with parents to provide parent engagement
 - Maintain positive relationships with parents and teachers/faculty
 - Provide one community supper each semester
- VI. Represent PTM at various functions
- VII. Other responsibilities as assigned

Qualifications and Education Requirements

- Two+ years of youth development experience
- At least two years of working effectively in collaboration with diverse groups of people
- Bachelor's degree or commensurate experience.
- Ability to lift 50lbs regularly.
- Ability to actively participate with students during outdoor play

Preferred Skills

- CPR Training
- Trauma Informed Care Training

Additional Notes

- The Wilson Center Director is expected to work 40 hours per week.
- *Anticipated Staff Schedule:*
 - School Year: Monday-Friday 10:00-6:00
 - Summer: Mondays—12-4; Tuesdays-Friday—8-5