

New Hope Baptist Church
Leadership Position Description

Position Title: 2017 Summer Program Director

Reports To:

Date Prepared: January 31, 2017

Principle Function

Serve as the primary leadership role for the 2017 Summer Youth Program to develop programing, recruit staffing, manage budget according to established New Hope policies and procedures.

Scope & Duration

The SYP Program Director will have functions that he/she will perform prior to, during and after the program period. The program period is currently set at mid-June to late July, 2017. Compensation will be commensurate with the expected level of commitment during different times of the year. The program director should expect to work approximately 5 hours per week Feb. – April increasing as we get closer to the program and decreasing after the program ends.

Qualifications

- A certified instructor who is knowledgeable of innovative techniques to provide a foundation of significant academic improvement over the course of the program
- Research best practice for innovative academic youth program management
- Develop and specifically outline staff duties
 - Hold staff accountable
- Extensive Program Management Experience
 - Excellent written and oral communications skills
- Extensive knowledge of Microsoft products, including Excel
- Excellent Organizational skills
- Marketing Expertise utilizing written, broadcast and on-line media
- Able to leverage community connections to network and help enrich students' experience

General List of Responsibilities

- Develop overall programming that provides an exciting learning experience for children kindergarten – 6th Grade
- Develop success measures that allow students to show progress throughout the program
- Manage budget to ensure that cost containment measures are undertaken within a comprehensive program.
- Develop Marketing Strategy to recruit students & staff.
 - Develop written communication as well as in-person presentations
- Recruit and retain qualified staff
 - Coach, counsel and develop as appropriate
- Assist in grant writing
 - Identify grant opportunities and assist in writing the proposal for submissions
- Provide weekly reports to supervisor outlining Success Scorecards measuring agreed upon deliverables.
- Evaluate scholarship applications utilizing agreed upon criteria to ensure fairness
- Approve Payroll fully managing resources to meet pupil teacher ration while balancing the need to fully utilize resources.
- Develop staff evaluation forms
- Develop parent evaluation forms

Specific List of Responsibilities

- Lead and manage staff
- Manage budget and ensure that expectations and goals are met
- Present detail to administration as needed
- Evaluate program success and make recommendations for improvements