



JOB DESCRIPTION

Position: After School Care Program Director

Reports To: Associate Pastor of Student Ministries

Job Type: Part-time, hourly (~25 hours/week)

POSITION OVERVIEW: The After School Care Program Director is responsible to oversee the planning and implementation of after school care programming for families in the Deer Creek-Mackinaw school district. The desire is to serve our local communities by providing a safe and affordable after school program that shares the love of Christ both in word and deed.

EDUCATION AND EXPERIENCE

- Previous experience working with or serving children and/or families (preferred)
- Willing to be a member in good spiritual standing at New Castle Bible Church
- Valid Illinois driver's license

ESSENTIAL SKILLS AND ABILITIES

- Demonstrates spiritual maturity and a growing commitment to the Christian faith
- Passionate to connect the community to the vision of the local church
- Working knowledge of Microsoft Office
- Manages multiple tasks simultaneously
- Comfortable working with families, both students and parents
- Preserves effective working relationships with other people
- Communicates effectively verbally, and in writing
- Maintains confidentiality and professionalism at all times

RESPONSIBILITIES

- Recruit, train, and disciple after school care program employees.
- Work in conjunction with the office manager to hire all staff personnel
- Plan and implement daily after school programming for children including (but not limited to) homework help, activities, snacks, ministry programming and content.
- Regularly communicate with Deer Creek-Mackinaw CUSD #701 concerning program logistics including registering students for the program, coordinating bus schedules, updates on student attendance, and other matters deemed necessary.
- Regularly communicate with parents concerning program logistics including schedules, billing, rules and expectations, and other matters deemed necessary.
- Regularly communicate with parents concerning opportunities for prayer, encouragement, and family discipleship.
- Coordinate volunteers to help tutor students on select days of the week.
- Manage, reserve, and obtain the necessary supplies and space utilized for the program
- Perform other related duties as required.

COMMUNITY IMPACT: The After School Care Program Director is considered a direct representative of New Castle Bible Church to the Deer Creek and Mackinaw communities. As such, the program director is expected to faithfully represent the love of Christ and the values of NCBC, while seeking to serve and prioritize the after school programming needs of our local communities.