



**Job Description: C24/7 Father's Arms Ministries Director of After School Program**  
**Full Time, salaried, \$50-\$55,000 yearly**  
**Required to be at program all days, the other hours will be virtual/in person meetings**  
**Reports directly to: Director of Programs**

**Summary:** Program Director will work directly with all of our program students, grades Prek-12th, to provide a safe, Christ-centered, responsible, well-supervised after-school program while acting as a positive adult role model, coach, and mentor. Director must have a genuine interest in the growth, development, and provision of a safe, nurturing, and fun environment for the students they work with. Director's ability to establish authority through leadership, communication, and most importantly patience, will be required to provide students stability and a nurturing environment to achieve success. It is a top priority that our C24/7 staff display Christ-like behavior, understanding at the heart of everything we do is discipleship.

**PREFERRED QUALIFICATIONS:**

- At least 5 years experience working and/or living in an urban context
- College degree
- Management experience
- Previous work experience with children
- Not required, but beneficial to have previous experience working in the CPS system
- Follower of Jesus Christ

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Program Management:**

- Ability to implement, meaningful and enriching experiences by planning and creating C24/7's fun and engaging developmental activities in the areas of character development, project based learning, fitness and recreation, and academics/enrichment.
- Implementing and discussing programs goals
- Continually interfacing with students, volunteers, staff
- Ability to lead and supervise small and large groups by recognizing potential issues and applying problem solving methods as needed.

- Ability to observe student behavior, assess its appropriateness and apply appropriate behavior management techniques, positive redirection, or appropriate corrective action as necessary to support students in making positive behavior choices.
- Evaluates the program daily to suggest improvement, needs, hazards and/or trends to Director of Programs for further evaluation.
- Attentiveness to social, emotional, and language development
- Observes students daily to check for bruises, cuts, scrapes, rashes, or other indications of injury or illness to report to Director of Programs for further evaluation.
- Help with homework/study each day
- Create goals for each student in the areas of reading and math
- Analyze students report cards as well as IXL scores and create plans focusing on students areas of growth

#### **Staff Management:**

- Evaluating Staff members performance
- Help run our weekly after school program staff meetings
- Manage staff and volunteers by assigning them necessary duties each day
- Responsible for recruiting and training staff members
- Attendance and participation at all required staff meetings, trainings, and development activities.

#### **Community Engagement:**

- Create relationship with partnering schools, principals and teachers in order to holistically care for our students
- Advocate for students in and out of the classrooms
- Interfacing with parents and community in order to build trust

#### **Administrative Responsibilities:**

- Accurately completes and submits time cards, incident reports, attendance, receipts, and other program related materials in accordance with C24/7's policies.

- Communicating with Director of Development to communicate program updates and fundraising ideas
- Sharing goals and metrics with Director of Development for fundraising purposes
- Drafting and submitting weekly lesson plans
  - Bible Study
  - Homework time
  - Volunteer schedule

Any interested and qualified candidates please submit your resume and cover letter to [natalie@c247fam.org](mailto:natalie@c247fam.org) and [james@c247fam.org](mailto:james@c247fam.org)