

Job Description-Director

The Friendship Club After-School Ministry

First United Methodist Church
Rutherfordton, North Carolina

Revised October 2018

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MAJOR FUNCTION:

To create and implement a caring and supportive after-school program for children at-risk socially and academically through supervision, planning, and communication with all involved; keeping in mind that while working in this capacity that he or she is a representative of First United Methodist Church of Rutherfordton.

KEY OBJECTIVES:

The Director of the Friendship Club is the chief supervisor and manager in charge of the daily operations of the Friendship Club After-School Program. His or her responsibilities are as follows:

1. To protect the health and safety of each student entrusted to his/her care. The Director must not leave his/her class unsupervised and must follow the church's Safe Sanctuary Policies.
2. To be responsible for order and discipline of students under his/her care. Discipline should be done caringly without physical punishment. Discipline should follow the policies described in the Student-Parent Handbook.
3. To recruit children in need of this program by working with the principal, counselor, and teachers of Rutherfordton Elementary School.
4. To teach the children Christian values through creative means including daily devotions, prayers, Bible and other storytelling, drama, music, and by personal example. These creative means need to be respectful of all Christian beliefs across denominations.
5. To improve social skills through playing games, following Friendship Club rules, and other means of instruction.
6. To assist the children academically by enlisting volunteer "Study Buddies" to help each child with their homework, reading, and math.
7. To provide skill development and pride of accomplishment through various activities.
8. To supervise staff and volunteers.
9. To work closely with parents and school teachers concerning the needs of individual children.
10. To supervise, plan, and carry out daily programs, field trips, parties, transportation, and arrangements for summer camp activities. To issue invitations to participate in other church sponsored summer programs including Bible School.
11. To supervise and help with daily set up and clean up.
12. To manage all correspondence concerning Friendship Club.

13. To supervise or make purchases of gifts, prizes, supplies and snacks.
14. To creatively promote the Friendship Club Program in various ways which may include making speeches, videos, banners, or written materials.

GENERAL COMPETENCIES:

1. Good Character and self-esteem
2. Confidentiality
3. Stress and conflict management skills
4. Team building skills
5. Concern for the church's mission
6. Confidence, poise, and appearance

SPECIFIC COMPETENCES:

1. Understanding and love of young children
2. Working knowledge of educational methods for young children
3. Strong organizational, supervisory, and administrative skills
4. Creative talents geared toward young children
5. Ability to work with adults
6. Christian Maturity
7. Vocational success

ACCOUNTABILITY:

The Director is employed by and serves at the pleasure of the Friendship Club Board of Directors. The Director serves under the direct supervision of the Friendship Club Board Chairperson and under the general supervision of the Pastor of First United Methodist Church, Rutherfordton.

WORKING HOURS:

The working hours are from 1:00 until 6:00 p.m. on Tuesday and Thursday afternoons, with children in attendance from 2:30 until 5:30 p.m. The Friendship Club will follow the public-school calendar.

SALARY:

The Friendship Club Director's salary is \$16 per hour for 15 hours per week.

EMPLOYMENT POLICIES:

Employment begins with a 90-day probationary period, for the sake of the employee and employer.

TERMINATION NOTICE:

Fourteen days written notice by employee or employer is required for termination.

GRIEVANCES:

Any employment related grievances held by the Director should first be taken to the Friendship Club Board Chairperson. Unresolved grievances may then be taken to the Pastor of First United Methodist Church, Rutherfordton and finally to the Friendship Club Board of Directors.

The Friendship Board of Directors, in consultation with the employee, shall review this job description annually.