

**Job Description-Assistant Director**  
**The Friendship Club After-School Ministry**

First United Methodist Church  
Rutherfordton, North Carolina

Revised September 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, Rutherfordton.

**KEY OBJECTIVES:**

The Director of the Friendship Club is the supervisor and manager in charge of the daily operations of the Friendship Club Program. The Assistant Director will assist the Director by following the Director's instructions with the following:

1. To protect the health and safety of each student entrusted to his/her care. The Assistant Director must not leave the children in his/her care unsupervised following 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 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.
4. To improve social skills through playing games, following Friendship Club rules, and other means of instruction.
5. To provide skill development and pride of accomplishment through various activities.
6. To assist the Director in planning and carrying out the daily programs, field trips, parties, and transportation.
7. To assist with daily set up and clean up.
8. To perform other duties as assigned by the Director.

**ACCOUNTABILITY:**

The Assistant Director is employed by and serves at the pleasure of the Friendship Club Board of Directors. The Assistant Director serves under the direct supervision of the Friendship Club Director and the Friendship Club Board Chairperson. The Assistant Director also serves 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 the children in attendance from 2:30 until 5:30 p.m. The Friendship Club will follow the public-school calendar.

#### SALARY:

The Friendship Club Assistant Director's salary is \$13 per hour for 10 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 Assistant Director should be taken first to the Director. Unresolved grievances may then be taken to the Friendship Club Chairperson, the Pastor of First United Methodist Church, Rutherfordton and finally to the Friendship Club Board of Directors.

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