



Job Title:

High School Leadership Program Director

To Apply:

Submit resume, cover letter, and 3 references (include professional and pastoral)

Contact:

Kristine Cross

Operations Manager

kristine@northlittletonpromise.org

Phone: 303-548-0445

Hours/Pay:

Pay: \$24-26/hr, based on experience

Hours: 10-12 hrs/wk

After School Program Director Hours:

Tues, 3:30-6:15 high school program (LEAD)

Weds 12:30pm-2pm: staff meeting (day/time changes during the summer)

(The above stated hours are mandatory program hours, remaining hours can be scheduled based on Director's convenience, with approval from supervisor)

About Us:

North Littleton Promise builds life giving relationships with immigrant kids and their families, and mobilizes local partners to transform the northeast Littleton neighborhood through Christ.

Job Summary:

We are looking for an experienced leader and team player excited to contribute their gifts in a community, faith-based, non-profit setting. North Littleton Promise works alongside partners in the community to bring after school and summer programs for elementary, middle and high school students.

Location:

East Community Center, 5933 S. Fairfield St., Littleton, CO 80120

Supervision:

Executive Director, Maureen Shannon

Experience Requirements:

- Strong interpersonal skills with ministry experience
- Experience working with high school students
- Oral and written communication skills
- Follower of Jesus, member of a local church
- College degree
- Understanding and heart for Hispanic immigrant community
- Bilingual: English and Spanish

Preferred Experience:

- Previous program director experience
- Experience coordinating and equipping volunteers

Responsibilities Include:*Relationships*

- Build relationships and oversee students during programming
- Shepherd students through smaller group meetings outside of program

Equip & Disciple

- Build and oversee High School Leadership Program, including a weekly gathering and small group/one on one coaching addressing leadership skill building, career exposure and volunteer opportunities
- Foster spiritual and emotional care of students

Communication & Program Development

- Administrative and communication duties with staff, partners, volunteers, etc...
- Supervise weekly programs and attend NLP special events
- Plan, lead, and direct: curriculum, schedules, activities, field trips, and program logistics
- Plan summer program leadership development in partnership with summer staff
- Communicate schedule, events, drop off/pick up, etc...
- Set up/clean up of facility, purchasing supplies for program
- Develop and track program outcomes and goals related to leadership priorities implemented at program

Volunteer Management

- Build, coordinate, lead, and manage a small team of volunteers, including regular communication with team and delegation of program/set up/clean up duties to volunteers
- Recruits, trains and manages Latino leaders to serve as guest speakers, panel speakers, mentors, etc...

Special Events

- Assist with special events as time allows
- Promote NLP within sphere of influence for fundraising events and volunteer recruitment