



**Job Title:**

Middle and High School Program Director

**To Apply:**

Submit resume, cover letter, and 3 references

**Contact:**

Maureen Shannon

Executive Director

maureen@northlittletonpromise.org

Phone: 303-565-0079

**Hours/Pay:**

Pay: \$18-\$20/hr (salaried), based on experience

Hours: 25 hrs/wk

**After School Program Director Hours:**

Mondays, Wednesdays: 3:00-6:30pm, high school program TBD

Weds 10-1130am

*(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 middle school and high school school students.

**Location:**

Living Word Tabernacle, 5397 S. Fox St. Littleton, CO 80120

**Supervision:**

Executive Director, Maureen Shannon

**Experience Requirements:**

- Strong interpersonal skills with ministry experience
- Oral and written communication skills
- Experience coordinating and equipping volunteers
- 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
- Classroom management

**Responsibilities Include:**

*Relationships*

- Build relationships and oversee students during programming - Shepherd students through smaller group meetings outside of program, attending student's sports events, school lunch, etc

*Equip & Disciple*

- Facilitate middle school student growth and programming in three NLP priorities: Faith, Education and Leadership.
- Recruit, train, organize, and supervise NLP volunteers to participate in all aspects of After School Programs w/ students
- Build and oversee High School Leadership Program
- Foster spiritual and emotional care of students

*Communication & Program Development*

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

*Volunteer Management*

- Build, coordinate, lead, and manage a team of volunteers, including weekly communication with team and delegation of program/set up/clean up duties to volunteers
- Plans training of volunteers, both after school and summer, collaborating with staff for staff led training
- Follows up with volunteers after 90 days for evaluation and program fit

*Special Events*

- Assist with special events
- Recruiting and supervising Fiesta student ambassadors, helping with annual Christmas party, volunteer appreciation and other special events that occur - Promote NLP within sphere of influence for fundraising events and volunteer

recruitment