

Director for Summer Enrichment Programs

The following position is for the summer of 2012. A letter of application and resume should be received via e-mail by February 29, 2012. Send a letter of application and resume to office@westbranchfumc.org.

Personal Attributes:

Our Director for the Summer Enrichment Program should possess and exemplify a Christian character and manner. Attire should be appropriate for worship services and church programs. This person must be a people person being courteous, and pleasant in greeting people in person and by telephone. We expect our staff to respect any sensitive church or personal issues of our members confidentially.

Knowledge and Skills Needed:

This leader must be able to share a personal faith founded in Jesus Christ. They must relate well to the youth of today, be a creative self-starter (able to start and carry out ideas), complete the Detroit Annual Conference Child, Youth and Vulnerable Adult Protection Policy Training, recruit and motivate volunteers.

Responsibilities and Accountability:

The Director for Summer Enrichment Program:

1. Shall be under the direct supervision of the Church Pastor and will be responsible for him/her.
2. Attend On-site orientation, training, and supervision along with teaching the mission interns and junior helpers on-site.
3. Implement the overall plans.
4. Supervise and direct ministry for children and youth during vacation bible school and the summer enrichment programs.
5. On-site supervision of Vacation Bible Church School, Summer Enrichment Program and Junior Helpers.
6. Program registration. (Pre-registration will be handled by others through our church office.)
7. Help the mission interns get started in research, plan and prepare for daily and weekly activities; provide resource materials.
8. Assist the mission interns as needed with supervision of children and junior helpers with discipline, problem solving logistics, recruiting volunteers and drivers. Etc.
9. Communicate with families of participants by e-mail, telephone or letter to assure that all are aware of upcoming events and plans. (daily newsletter)
10. Serve as primary contact for participants' families.
11. Promotes and markets the programs using a variety of media to advertise and recruit children.
12. Conduct daily wrap up meetings and Friday planning with interns to evaluate and discuss what went well and what could be improved.
13. Accompanying all off-site field trips.
14. Document student and program activities by picture taking.
15. Keep records of all program expenditures
16. Evaluate performance of the programs and the interns.
17. Produce newsletter information for the June, July and August "Steeplenotes."
18. Provides written bi-monthly updates to Senior Pastor and/or Staff Parish Relations Committee during the program year on progress of responsibilities 1-8.

Annual Performance:

The Director of the Summer Enrichment Program will be evaluated during the program and receive a final evaluation at the end of the program. This annual evaluation will be on file and available for our District Superintendent to review at the Church Charge Conference.

Hours:

40 hours per week for 10 weeks, (Approximately first week of June and finishing the first week of August. A bi-weekly time sheet will be submitted to the church office. Schedule of hours will be jointly developed with the church pastor and supported by the Pastor Parish Staff Committee.

Benefits:

- 1) A salary of \$4,000 has been set by the Church Council on the recommendation of the Staff Parish Relations Committee. The salary will be paid bi-weekly at \$12 per hour @ \$480 per week during the 2012 year. A job performance evaluation will take place after the first 5 weeks, and after the first complete year a final evaluation will be completed.
- 2) Mileage: Travel must be documented and turned in monthly \$150 cap in 2012.
- 3) Continuing Education: \$200 per calendar year in 2012.

