

Riverside Baptist Church, Helena AL



After School Director

The Director will plan, implement and administer day-to-day operations and activities for a Gospel-Centered After School Care (ASC) ministry for K5 through 6th grade in Helena, AL. Hours: Up to 30 hours per week.

Responsibilities

- 1) Oversee all programming and activities for after school care children.
- 2) Responsible for the highest level of safety, security and well-being of every students in the program.
- 3) Develop and submit an annual budget and take fiscal responsibility for the ASC month-to-month financials. Reviews and approves all purchase requests for ASC.
- 4) Provide leadership and supervision over all staff working in the program (approx. 6-8 employees).
- 5) Recruits and hires all ASC staff, responsible for criminal background checks and reference checks
- 6) Provides staff orientation and training for new staff.
- 7) Responsible for developing and executing on-going training for all current staff members.
- 8) Develops and maintains weekly staff work schedule.
- 9) Conducts periodic group staff meetings for the improvement of the ASC ministry.
- 10) Develops and updates written staff policies and guidelines.
- 11) Addresses parent concerns regarding their child and ASC ministry components.
- 12) Maintain a Bible-based curriculum each week. Responsible for leading weekly chapel and Bible Studies, and cultivating the spiritual growth of ASC children.
- 13) Works with teachers to develop, implement and train a Bible-based curriculum appropriate for assigned age levels.
- 14) Enforces safety and operating procedures so staff and students can comply with health, safety and building codes.
- 15) Coordinates with other ministry directors and church staff to foster a cohesive and united work environment so that God is glorified.
- 16) Works directly with the Pastor regarding outreach ministry to the church, financials, facilities and all other related issues.
- 17) Oversee bus drivers and routes for pick-up and drop off of children at local schools.

Qualifications

- 1) Must be a Christ follower with a strong and vibrant relationship with the Lord and a lifestyle congruent with the biblical requirements for leaders.
- 2) Associate Degree in early childhood education or equivalent years of experience in childcare management is required.
- 3) Must have at least 5 years experience in childhood education as a lead teacher, assistant director or director, plus twelve (12) clock hours of child development training.
- 4) Actively attending a Bible believing church in the local area and involved in a small accountability group.
- 5) A desire to teach and mentor children in biblical truths.
- 6) Excellent written and verbal communications skills.
- 7) Strong interpersonal skills using tact, patience, courtesy and humility.
- 8) Understanding of and willingness to serve within the doctrinal commitments of the church (Baptist Faith and Message, 2000)
- 9) A commitment to the mission of the church.
- 10) A sense of calling toward a caring ministry.

To Apply

Please send resumé to chris@rbchelena.org