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Noah After School Site Manager

Site Location: TBA
Hartford City Mission

Hartford City Mission seeks an employee who is passionate about encouraging urban elementary students in their academic, spiritual, and social growth and has the Leadership abilities to lead a site. The Noah After School Site Manager must exhibit a relationship with God through word and deed. The Site Manager will be supervised by and report to the Executive Director or designee.

QUALIFICATIONS:

- Genuine and growing faith relationship with God through Jesus Christ
- Committed to a gospel-centered Church (regular attendance and involvement)
- Passion for urban ministry and reaching children for Christ
- Experience working with 5-12 year old children; disciplinary skill is imperative – experience in urban context a plus
- Experience in effectively hiring, managing, leading, and inspiring a diverse staff as well as volunteers
- Possessing the Spiritual Gifts of leadership, teaching, and administration
- Knowledge of the Bible and how to teach God's Word to children as well as how to train staff to do the same.
- Ability to work independently and the ability to multitask
- Strong skills in organization and planning; especially in delegating and overseeing tasks of staff and volunteers
- Prior experience tutoring children in academics.
- Strong computer skills along with Strong Social Media Skills
- The ability to design and teach curriculum
- Ability to speak Spanish a plus

RESPONSIBILITIES:

- Ensure the Noah Afterschool site is run in accordance with HCM's Vision and principles as well as in compliance with the mission of Noah After School programs (Luke 2:52).
- With creativity and excellence, implement the NAS program curriculum and all other aspects of the program, including teaching, tutoring, and disciplinary procedures.
- Write and develop curriculum when needed under the supervision of the Executive Director or designee.
- Build Christ-centered relationships with NAS children and their families.
- Recruit, enlist and retain elementary school children for the program.
- Recruit, coordinate, and provide training for the volunteers participating in the NAS program. Ensure timely and clear communication with the volunteers on the needs of students as well as program rules and scheduling.
- Provide periodic volunteer appreciation throughout the school year.
- Ensure the site has all the supplies and materials needed.
- Maintain needed records, such as child and volunteer contact information and attendance, curriculum lessons taught, etc.
- Direct and supervise the NAS Assistant Site Manager.
- Communicate with the students' teachers to promote the students' learning and academic growth.
- Communicate with the parents of the children on regular basis concerning the child's needs, progress, attendance, and participation in the program.
- Schedule and facilitate HCM parent, teacher and student conferences on an annual basis.

- Communicate regularly with the leadership of the host church regarding program updates, site/building needs, and opportunities for the NAS children and families to connect to the church.
- Conduct any surveys or metric studies to track the growth and improvement of students and program quality for HCM.
- Plan and implement monthly “Family Dinner Nights” in conjunction with the host church.
- Participate in designated staff meetings and trainings.
- When needed, assist with special events such as seasonal parties and the Noah Christmas Store.
- If needed, help promote Hartford City Mission at various churches or missions events.

Camp Noah (six week all-day summer camp):

- In conjunction with Camp Director, recruit, interview and hire the Camp Noah Program staff.
- Train, supervise and manage all camp staff.
- In conjunction with Camp Director, oversee the financial spending for Camp Noah in accordance with the budget.
- Decide in conjunction with the Camp Director the overall curriculum to be used for Camp Noah.
- Ensure the camp has all the supplies needed.
- Ensure that Camp Noah provides a fun, Holy Spirit filled atmosphere for the children where they can learn about God’s love through staff/volunteer interactions as well as through hearing God’s word.