



Job Title: EZE After-School Site Director  
Team: EZE After-School  
Classification: Full-time  
Reports To: Director of EZE After-School Programs  
Direct Reports: EZE After-School Teachers  
Effective Date: Interviewing Summer 2023

## Position Summary

At Ezekiel Ministries, we help families by recruiting Jesus-following adults who will make a long-term investment in their children. Children can participate in our programs through community-based Mentoring and our after-school programs. Each program is designed to give hard-working parents a valuable long-term resource where their children can be safe, encouraged and guided well by loving adults. The EZE After-School program helps provide children with the spiritual foundation they need. The program also helps provide children with educational programming, experiences, and vision they need to be successful in our culture. The After-School Site Director will be responsible for managing all aspects of the day-to-day operations at one Ezekiel After-School Enrichment and Summer Camp Sites. The person filling this position would take ownership of the program and ensure it is carrying out the mission of God according to Ezekiel Ministries' mission.

## Position Requirements

- 40+hrs /week
- After-School Program: Monday-Friday - 2:00-6:00 PM
- Summer Camp: Monday-Thursday - 11:30-5:30 PM

Must be proficient in the leadership of kids and adults. Must be patient, and have experience working with children and/or families in low-income areas. Must be well-spoken and able to implement reading intervention techniques (training available), must be knowledgeable about the Bible, and confident in teaching it, and helping others teach it. Must be flexible and able to change plans quickly. Must be able to interact with parents, teachers, and volunteers on their level, which varies greatly.

## Position Qualifications

- Minimum 2-year commitment
- Minimum 3 years experience with children/youth (e.g., classroom management, teaching, etc.)
- Must have reliable transportation and a clean driving record

## Position Responsibilities

- Oversee daily operations and coordinate activities of Ezekiel After-School Enrichment and Summer Camp Programs.
- Build and maintain partnerships to establish Donors, Enrichment opportunities, mentors, consistent volunteers, and community support for the program.
- Create an atmosphere to build morale, encourage learning, and enhance the fun.
- Provide guidance and role modeling to students, staff, and volunteers.
- Drive a minibus (No CDL Required) to transport students.
- Display the ability to get along with diverse personalities while displaying professionalism and maturity at all times (this includes student, parent, staff, and community interactions).
- Visit partner schools to build and maintain relationships with teachers and staff.
- Communicate with parents and teachers about students' behavioral and academic progress.
- Meet licensure and food program requirements (this includes receiving meal deliveries for the After-School and Summer Camp Programs).
- Provide supervision of students at all times.
- Plan and actively engage in program events, and community outreach.
- Demonstrate an understanding of youth development competencies.
- Report any safety concerns regarding students' well-being.
- Prepare weekly and monthly reports as required.
- Maintain a good inventory of supplies and re-stock when appropriate.
- Facilitate site-specific staff meetings and professional development.
- Participate in Staff development and weekly planning sessions.
- Participate in daily/weekly cleanings of program facilities.
- Develop and maintain a team of volunteer and paid substitute teachers to ensure absent teachers have good replacements, and students have the proper care.
- Monitor employee hours and submit them for payroll.
- Assist with recruiting, interviewing, and training new staff and volunteers.
- Coordinate with the Mentor Director to ensure that every child at your After-School site is screened and ready to be matched with a mentor.
- Update donors, volunteers, and parents with monthly newsletters.
- Organize field trips for both after-school and summer camp.

Apply online, <https://forms.monday.com/forms/108a1d6afb9d01fd69ff2e0d40ee468d?r=use1>  
Learn more about joining our team [here](#).