

## UrbanPromise Wilmington Job Description

### Vision

The vision of UrbanPromise is to be a community in Christ of servant leadership and transformation seeking a full life for all involved: urban youth, families, volunteers and staff, in the neighborhoods of our city.

### Mission

The mission of UrbanPromise is to equip urban youth through Christ with the skills necessary for academic success, life management, personal growth and servant leadership.

<b>Job title</b>	<i>Site Director</i>
<b>Reports to</b>	<i>Children's Programming Director</i>

### Job purpose

Site Directors provide direction and supervision to Afterschool and Summer Camp programs. The Site Directors help ensure the vision and mission of UrbanPromise is in the forefront of all planning and implementations. Through support and proactive feedback, Site Directors are able to empower their staff and volunteers, and encourage them in their duties and workloads. Site Directors are placed in a specific neighborhood-based site to organize, create and maintain processes which will allow each site to meet its strategic goals and fulfil the UP vision.

### Duties and responsibilities - Staff members are expected to strive for transformative quality in everything they undertake.

- **Foster Community in Christ**
  - Engage in personal spiritual development (get a mentor, bible study prayer and the like)
  - Participate in staff spiritual practice events (prayer, discipleship, bible study and the like)
  - Support and engage in safe practices
  - Hold reporting staff accountable in UrbanPromise Wilmington's discipleship expectations.
  - Engage in professional development through staff retreats, training, and team building events
  - Invest in and support, through actions and attitudes, the UPW community
  - Teach and provide opportunities for children to respond to the Gospel message, fostering Godly Character and discipleship (Scripture, prayer, mentoring relationships, service opportunities and the like)
  - Support partner relationships
  - Actively pursue UPW support raising goals through relationship development, support letters, fig trips and the like
  - Have fun
  
- **Support site staff and volunteers**
  - Assign, observe and evaluate staff roles (written evaluations, checkup meetings, bi-yearly appraisals, communicating with other directors and the like)
  - Assist staff and volunteer development (giving ideas, finding resources, implementing ideas, inviting more involvement and the like)

- **Oversee administration of programs**
  - Maintain processes and procedures (policies, events calendars, planning, curriculums, budgets and the like)
  - Lead/attend meetings (Good Thing/Bad Thing, ASP, staff mtg. and the like)
  - Gather reports and measurements for areas of responsibility (city food program, timesheets, program data, accident reports, fire drills and the like)
  - Supervise daily site preparation (physical set-up, preparation of materials, gather supplies, site clean-up and the like)
  - Communicate regularly with volunteers
  - Communicate with supporters and local resources on a regular basis keeping them informed; developing and maintaining needed financial support and resources; and provide encouragement, accountability and prayer support.
  - Operate a budget
  
- **Develop program areas**
  - Implement strategic plan for areas of responsibility
  - Provide academic support, opportunities for spiritual growth and enrichment activities that support academic achievement and offer new experiences
  - Organize events and programs that will teach life management skills.
  - Provide careful and effective supervision of children’s activities and of staff leading those activities
  - Lead special events as required (Camp night, spring break trip, academic competitions and the like)
  - Provide and carry out discipline structures and incentive programs which help children to reach their full potential
  - Follow all child safety procedures (leave site with approved parents/guardians, open doors policy and the like)
  - Communicate regularly with parents and neighborhood leaders (home visits, phone calls, invitation to events and the like)
  - Develop transformative relationships

**Direct reports**

Listed below by job title are all positions to be supervised by the Site Director.

- Assistant Director
- StreetLeaders
- Interns

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	