

UrbanPromise Wilmington Job Description

Vision

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

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

Job purpose

Site Directors provide direction and supervision to After School and Summer Camp programs. The Site Directors help ensure the vision and mission of UrbanPromise Wilmington 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 the children's programming strategic goals and fulfill the UPW vision.

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

- **Foster Community in Christ**
 - Have fun
 - 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)
 - Participate in site based neighborhood and community relationships
 - Support and engage in safe practices (cleaning policies & procedures, child policy, risk policies and the like...)
 - 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 (youth, families, volunteers and staff)
 - 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

- **Support site staff and volunteers**
 - Assign, observe and evaluate staff roles (written evaluations, checkup meetings, communicating with children's programming director and the like)
 - Provide coaching and feedback to staff, SL's, volunteers and the like...
 - Provide careful and effective supervision of children's activities and of staff leading those activities
 - Regularly gather feedback from staff and implement adjustments as necessary.

- **Oversee administration of programs**
 - Maintain processes and procedures (policies, events calendars, planning, curriculums, budgets and the like)
 - Communicate with site coordinator the direction of programming for the season
 - Lead/attend meetings (camp meetings, UPW staff meetings, community meetings 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 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.
 - Communicate regularly with staff, church partner, volunteers, community leaders as required
 - Follow a seasonal budget

- **Develop transformative relationships with all involved, fostering growth**
 - Implement strategic plan for areas of responsibility
 - Provide support, opportunities for spiritual growth, professional development, and new experiences for staff and youth
 - Provide volunteer opportunities for staff in public schools, neighborhood events, community meetings and the like
 - 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 with regularly UPW programming team
 - Invest in relationships with children, teens, families, volunteers and staff
 - Develop & manage individualized plans for each camper

General Requirements: You are an insightful and a creative problem solver who can navigate lines of difference, and offer joy, warmth and support to youth. You are proactive, reflective and purpose driven. You are trustworthy and uphold the integrity of the UrbanPromise Wilmington vision. Additional skills include:

- Excellent communicator with kids, adults and professionals
- Adept at utilizing technology, especially Zoom and the Google Suite
- Excellent time management skills with ability to prioritize effectively
- Extremely good judgement, integrity and sense of responsibility
- Must be coachable and have excellent interpersonal skills
- Must be passionate about change, and driven to support children
- Must be able to manage people and lead a team towards a common goal
- Must have a missionary mindset/attitude and dedicated to living out God's word
- Must be willing to engage in fundraising to cover salary and benefits

Direct reports

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

- Site Coordinator
- TeamLeader & StreetLeaders
- Interns

Approved by:	
Date approved:	
Reviewed:	