



# KIDS HOPE USA director position description

**Purpose:** To develop and sustain a dynamic KIDS HOPE USA program within your church's ministry structure.

**Reports to:** Supervising Church Leadership

## **Expectations:**

1. The director will be trained through the Kids Hope USA national office training program.
2. The director will be in the school an average of two hours per week during the school day throughout the school year, beyond his/her individual mentoring time. For this reason, the director should not have an 8-5 full-time job that would prevent them from the important opportunity to develop relationships with staff at the school.
3. Regular communication between the director and the church staff and/or church leadership to ensure the church's Kids Hope USA program doesn't become its own entity.
4. Basic computer skills and experience with e-mail communication.

## **Responsibilities:**

1. Ensure your church honors the core church commitments of the program as outlined in the Affiliation Agreement between your church and the Kids Hope USA national office.
2. Cast the vision for Kids Hope USA and be its keeper at your church. This includes recording and telling the stories of God's amazing work in the lives of the students, mentors, and prayer partners.
3. Lead a well-managed mentoring program and community of dedicated volunteers within your church.
  - a. Recruit, screen, supervise, and encourage volunteer mentors, substitute mentors, and their supporting prayer partners from within your church congregation.
  - b. Maintain an organizational structure which includes effective budgeting, appropriate delegation of tasks, and accurate record keeping of both student and volunteer information.
  - c. Gather a support team that can help the program operate efficiently and complement your leadership.
  - d. Integrate the Kids Hope USA program with other church ministries.
  - e. Provide current program information to the Kids Hope USA national office upon request which typically includes an Annual Renewal of Affiliation in the fall.
4. Develop a caring relationship with the staff at your partner school; build this supportive partnership by keeping the channels of communication open, listening, and responding to opportunities and challenges in a timely manner.
5. Develop an open and collaborative relationship with your church supervisor by informing him/her of the impact and opportunities that the Kids Hope USA church-school partnership is generating.
6. Track the progress of the Kids Hope USA program at your church using tools from Kids Hope USA national office and your own as well as an ongoing review of "lessons learned".
7. Find ways to become part of the school community by supporting the school in ways that are meaningful to them.
8. Mentor one child.

## **Qualifications:**

The director is an active, respected member of the local church. This person is able to develop positive relationships with members of the church, as well as staff at the partner school. This person is passionate about impacting children, is a self-motivated "go-getter," and has the ability to manage and organize important information. He or she can lead a committed team of ministry volunteers.

**Desired Experience:** The director will preferably have one or more experiences in the following areas:

- Previous volunteer experience in a school setting
- Involvement as a volunteer/volunteer coordinator
- Organizing and tracking sensitive information
- Excellent interpersonal communication skills
- Programming with children
- Leading teams