



Position Title	<u>Site Director</u>	Department	<u>Children & Youth Ministries</u>
Reports To	<u>CYM Director</u>	Salary Range	<u>\$45,203.50 + generous benefits package</u>

Position Summary:

UrbanPromise Ministries is looking to hire a passionate and experienced individual for a full-time position directing an After-School Program (ASP) and Summer Camp. The Site Director is responsible for the management, coordination, implementation and administration of a neighborhood-based, Christian faith-based ASP and Summer camp in Camden, NJ. They must be highly motivated and excited to positively impact the lives of children, youth, and families. Excellent communication and interpersonal skills are a must as the Site Director will lead a diverse staff to build a safe, supportive, fun, family environment. A Site Director’s ability to establish authority through leadership, communication, patience, and love is crucial to provide our students the stability and nurturing atmosphere they need to succeed. The Director also represents UrbanPromise in their neighborhood and local schools and is responsible for recruiting participants to the program and establishing partnerships to support ongoing programming.

Essential Job Functions:

1. Uphold and integrate UrbanPromise’s values (Faith, Innovation, Community, Holism) into the program and demonstrate the character qualities of enthusiasm, flexibility, dependability, coachability, integrity, kindness, self-control, and perseverance.
2. Lead the day-to-day operations of the afterschool program and summer camp including setting program vision and priorities consistent with UrbanPromise’s mission and vision, developing program schedules, working with facilities staff to ensure safe and attractive program spaces, coordinating with internal and external partners, and ensuring needed supplies and materials are prepared.
3. Develop educational enrichment, interest-based, and recreational activities which allow students to learn, explore their interests, and be exposed to new experiences.
4. Set and uphold clear behavioral expectations for participants using encouragement, incentives, and positive discipline to create a safe environment for all participants and staff.
5. Serve as a spiritual leader and provide an atmosphere for spiritual growth through devotions, worship, and prayer.
6. Supervise, support, and equip a team of staff, interns and StreetLeaders (SLs), in conjuncture with intern and SL teams. Lead daily site team meetings.
7. Build connections and maintain communication and rapport with the children’s families and local schools.
8. Work in collaboration with the Workgroup program and UrbanPromise International to manage and supervise workgroup volunteers and Fellows.
9. Manage administration of program including ensuring required registration information, permission slips and program performance measure data is collected and inputted into program database. Manage and account for program budget.
10. Assist in fund raising and in running both UP and CYM special events.
11. Work closely with CYM team to continuously improve department efforts.
12. Drive children from school to program and home after program ends.
13. Meet regularly with the CYM Director to establish goals and work to continually improve programs.

Essential Job Requirements:

EDUCATION A Bachelors degree ideally with a major in youth ministry, education, social work or a related field. Or equivalent work experience in youth ministry.

EXPERIENCE At least 3 years working with youth in urban cities

REQUIRED SKILLS Planning, administration, public speaking skills, and applicant must be able to obtain CDL license

PREFERRED SKILLS CDL License driver

PHYSICAL REQUIREMENTS Drive a school bus and lift 5-10 lbs

****Equal Opportunity Statement**

At UrbanPromise, diversity, equity, inclusion, and belonging aren't just ideals—they're vital to our success. We're all about building a team that mirrors the beautiful diversity of the communities we serve. We're committed to nurturing an inclusive workplace where every staff member, youth, family, volunteer and or donor regardless of background, feels right at home, fully engaged in our inspiring mission and values. Plus, we're dedicated to championing racial and social equity in everything we do!
Join us in this incredible journey toward a more diverse, inclusive, and equitable future!

UrbanPromise is an Equal Opportunity Employer. All applicants who believe they meet the stated qualifications are encouraged to apply. Resumes and cover letters should be submitted to UrbanPromise Ministries, VP of Human Resources and Volunteer Programs, Pamela Foxx- Levi at pfoxx@urbanpromiseusa.org.