



EMPLOYEE JOB DESCRIPTION

JOB TITLE: Summer Program Director

Our Mission

Zion Lutheran School provides a Christ centered approach to education. This education nurtures the child's faith, equipping him/her to use and share that faith on a daily basis.

Our Vision

That every child knows Jesus as his or her personal Lord and Savior

JOB GOAL: The Summer Program Director fulfills the mission of the church and school by directing all aspects of Zion's Summer Program service for school-age children.

REPORTS TO: School Administrator

REQUIREMENTS:

1. Bachelor's (preferred) or Associate's Degree with specialization in Early Childhood or Elementary Education.
2. Experience working with children and adults.
3. Age requirement - 21 years and above
4. Demonstrated competence for the design and implementation of programs and activities required for a successful child care program.
5. Certified in CPR and First Aid.

DUTIES AND PERFORMANCE RESPONSIBILITIES

Zion's summer program runs from the Tuesday following Memorial Day through the first full week in August (11 weeks). The summer program should be available for the entirety of the program. Registration and advertising materials should be prepared by the end of January each year.

1. Support Zion Lutheran Church and School, its school-age children, and school-age children in our community
 - a. Support the mission, vision, philosophies, organization, and curriculum of Zion Lutheran School
 - b. Attend required faculty in-services and meetings.
 - c. Provide a program of ministry that nurtures the attending students while providing a positive and safe environment.
 - d. Plan and organize activities, guest speakers, and field trips that enlighten and engage students.
 - e. Establish and implement policies and procedures to ensure safety of students and staff.
2. Communication
 - a. Prepare, plan and communicate program policies to staff and school families
 - b. Keep the school principal informed of all programming and noteworthy incidents.
 - c. Recommend policies of admission, attendance and fees (in relation to the programs) to the Principal.
 - d. Prepare student account balances using E-Z School Apps program and provide the school finance manager with monthly billing information.
 - e. Develop and maintain positive rapport with students, parents and summer program staff.
3. Manage Summer Program staff members
 - a. Recruit, interview, hire, train, supervise and evaluate personnel. Hiring and termination is dependent on both the Director and School Principal, who has final approval of hiring and terminating personnel.
 - b. Prepare a staff handbook and update annually to be reviewed by the school Principal.
 - c. Update and schedule staff members on their responsibilities each week.
 - d. Provide an active and ongoing structure of supervision and evaluation for employees encouraging consistency and individual growth.
4. Manage Summer Program budget

- a. Manage individual family accounts to ensure the collection of payments
 - b. Establish, monitor and maintain the fiscal operations of the program.
5. Other Administrative Tasks
- a. Manage all issues and keep all records related to the administration of the program.
 - b. Assess and implement discipline procedures consistent with the school.

EVALUATION: Annual evaluation of each area of ministry by the principal, program employees, and parent surveys

PERSONAL QUALITIES:

1. Willingness to share his/her Christian faith with program staff, students, and families.
2. Exceptional interpersonal skills.
3. Outstanding oral & written communications skills with a basic understanding of computers.
4. Willingness and ability to comply with the standards for ethical and professional performance established by Zion Lutheran Church and School
5. Sensitivity to and respect for others
6. Ability to serve as a positive role model for youth