



Director of the Beacon After-School Program

Classification: Part-Time

Location: Trinity Lutheran Church, 508 Center St, Ashland, OH 44805

Compensation: Hourly (Based on Experience)

Reports To: Coordinator of Women's and Children's Ministries

Summary:

The Director of the Beacon After-School Program should be a devoted Christian who is passionate about their faith and actively participates in organized worship. Additionally, they should have extensive experience working with students from various backgrounds, specifically those with IEP's and individualized educational or social needs, possessing the skills necessary to provide care and academic support in a safe and nurturing environment. In addition to their experience working with children, the Director should also have a proven track record of training and motivating other teachers to be effective in their roles. They should be able to create a supportive and collaborative work environment that fosters growth and development among the staff. The Director should have a strong desire to share the message of the Gospel with both children and their families. This includes creating opportunities for children to learn about and experience the love of Christ through various programs and activities. They should also be capable of connecting with families and building trusting relationships that foster a sense of community and belonging.

The program follows the Ashland City School calendar and operates from 3:30-5:30pm, with the Director expected to be present from 3-6pm, daily. This hourly paid position requires a weekly time commitment of 10-15 hours and reports to the Coordinator of Women's and Children's Ministries.

Responsibilities:

The director shall be responsible for the following areas:

- Initiate contact with school liaisons and teachers to identify prospective students for the program.
- Engage with families to compile essential medical, logistical, and personal details for children's participation in Beacon.
- Collaborate with the assistant teacher to discuss the program's requirements and

timetable.

- Meet with parents to outline program expectations and provide detailed information.
- Recruit and provide training for staff and volunteers to assist with academic tasks, homework, and enrichment activities.
- Design the program's daily schedule to incorporate times for devotion/prayer, snacks, homework, enrichment activities, and physical exercise.
- Ensure the procurement and preparation of healthy snacks for the participating children.
- Acquire all necessary educational materials and supplies.
- Produce a quarterly newsletter to update parents on program developments and news.
- Contribute monthly articles to Trinity's newsletter, sharing insights and updates about the program.
- Organize biannual events inviting children and their families to worship services to thank the congregation for their support, highlighting occasions like the Advent Workshop and Saturday Night worship service.
- Attend community events to promote awareness and recruit for the Beacon Program.
- In partnership with the Coordinator of Women's and Children's Ministries, keep families informed about church-related opportunities for their children.

The Ideal Candidate Will Bring

- **Deep and abiding care for the students in the Beacon program to grow and develop spiritually, academically, socially, emotionally, and personally.**
- Strong interpersonal skills, project management, and attention to detail.
- Commitment to the church's mission and values.
- Background in education preferred but not required.
- Enthusiasm and willingness to learn are essential for success in this role.