

Programming Director Job Description



Mission Statement:

The Open Door ministry exists to demonstrate the love of Jesus Christ to neighborhood young people and families through intentional relationships with caring adults in an environment of safety and fun.

Purpose:

The main purpose of this position is to build relationships with area youth and to guide them as they explore and grow into their faith in Jesus Christ, while also helping them to grow in other practical aspects of development. The Open Door Youth Outreach is supported by the First United Presbyterian Church of Crafton Heights, and the Programming Director will work to help families create and maintain connections to both institutions. The Programming Director will do this by developing and implementing engaging programs, and by mentoring youth in both individual and group settings. The Programming director will also build an active support system of other adults who will work toward the same goals under the director's leadership.

To fully achieve this intention, the candidate will actively participate in the life and worship of the First United Presbyterian Church of Crafton Heights. This presumes, but is not limited to, participation in Sunday morning worship and other church functions.

Major Duties:

This is a 12 month, 40 hours a week position that reports to the Executive Director. The Programming Director will:

- Work under the supervision of the Executive Director, and with the support of the Steering Committee, to plan and implement all programs of The Open Door. These programs must honor the mission of The Open Door, and must reflect the strategic plan of The Open Door, and its stated objectives. This will include, for example, the After School program, youth group, various special events, and Cross Trainers summer day camp, along with new ministries that specifically target middle and upper grade levels.
- Work with the Executive Director to develop and execute processes for appropriate data collection and assessment for program evaluation and modifications, as needed.
- Create draft budgets for programs, and adhere to final, approved budgets, striving to maintain strict fiscal responsibility and faithful stewardship, as outlined in the financial procedure documents of The Open Door.

- Maintain regular and thorough lines of communication with the Executive Director and with the Pastor of the First United Presbyterian Church of Crafton Heights.
- Sit on the programming sub-committee, and work with the sub-committee's chairperson to prepare a monthly report to present to the Steering Committee and to the Session of the First United Presbyterian Church of Crafton Heights, including items for information and items needing approval.
- Create and maintain strong relationships with the children and families in the community who attend programming offered by The Open Door, and developing relationships with those who are not yet participants. This includes being available and supportive in informal settings, in addition to the time spent connecting through The Open Door's programming.
- Develop an alumni database and initiate and maintain contact with alumni as able.
- Create and maintain strong relationships with area schools, key community members, and other area organizations to create pertinent curriculum and enrichment activities and experiences that can accommodate many skill- and grade-levels.
- Work with the Executive Director to maintain a volunteer database and a participant database.
- Work to reach various audiences via social media and other marketing outlets, taking pictures and other documentation, as needed.
- Hire, supervise, and evaluate Cross Trainers summer camp staff.
- Be the face of The Open Door during community events, networking opportunities, etc.

Qualifications:

- Have a clear testimony of faith in Jesus Christ and a passionate, growing, personal relationship with Him.
- Be highly relational and a self-starter with drive, passion, and initiative.
- Previous experience working with youth programming.
- Have some understanding—and/or a willingness to develop in understanding—of various topics including developmental psychology, classroom management, learning and behavioral differences, curriculum planning, etc.

- Demonstrated awareness of, and sensitivity to, various cultural and or social dispositions.
- Be flexible and teachable, able to laugh at—and learn from—mistakes, while also seeking to consistently speak truth into the lives of everyone with whom the candidate interacts.

Compensation:

- Minimum salary of \$28,000/yr
- Use of a church-owned 3 bedroom apartment
- Health Insurance stipend, retirement plan available
- Two weeks annual paid time off (no annual rollover)
- One week annual paid continuing education time, along with a financial stipend (both the time and money for continuing education can accrue for a maximum of three years)
- Sick and personal days, as needed, in conversation with the Executive Director

To Apply:

Interested candidates should send a cover letter, resume, and three references to info@opendoorpgh.org, or mail them to The Open Door/50 Stratmore Street/Pittsburgh, PA 15205.