



## **KEYSTONE COMMUNITY CENTER**

JOB TITLE: Children's Program Director

LOCATION: Roanoke VA

Keystone Community Center (KCC) is a nonprofit organization whose mission is to maintain a Christian outreach center for the physical, educational, and spiritual betterment of the community and the children in Southeast Roanoke VA. KCC is seeking a mature Christian with a love for children of all ages. This individual will be the face and heart of KCC's children's programs and will work closely with the Director, church supporters and parents to maintain the ministry of KCC.

### **Key Responsibilities**

**After School Program-** Monday through Thursday afternoons for ages Kindergarten through 5<sup>th</sup> grade

- Recruit children for the program through neighborhood outreach
- Create, coordinate and lead daily activities and faith-based lessons to educate and teach children
- Work with Director with the Backyard Garden Program on growing vegetable education
- Maintain up to date registrations on children in programs
- Keep required records and prepare reports to Director as needed
- Plan daily snack/meals and recruit volunteers to help prepare them
- Maintain good communication with parents

**Little Lamb Learner's Pre-k** - Once per week, 9:30 am to 12:30 pm. Ages 3 to 5 years

- Recruit children for the program through neighborhood outreach
- Recruit adult helper
- Maintain registration records and prepare reports to Director as needed
- Make sure the students have all needed supplies to succeed in early learning
- Maintain good communication with parents
- Plan and prepare snack which teaches children how to feed themselves and prepare for school lunches

**Summer Camp-** 6-7 weeks, Monday through Friday, Ages Kindergarten through 5<sup>th</sup> grade

- Plan a registration event
- Prepare and lead all summer activities which incorporate Bible Lessons
- Coordinate and work with churches who invite KCC children to be a part of their Vacation Bible Schools
- Maintain and prepare reports to the Director as needed
- Plan daily summer snack times
- Maintain good communication with parents
- Plan end of summer event

## Preferred Qualifications

- **2-year Early Childhood education degree**
- **1–2-year teaching experience**
- **Basic computer skills: Word, Power Point, and others**
- **Strong leadership, interpersonal and communication skills**
- **Visionary ability to develop and maintain effective programs that accomplish the physical, spiritual wellbeing of children in accordance with the KCC mission**
- **Ability to manage operations within budget constraints**
- **First aid and CPR training**
- **Must have reliable transportation and full insurance coverage for transporting children**
- **Critical decision-making skills in various situations**

## Schedule

**Average 30 hours per week**  
**Center is open Monday to Thursday 9 am to 5pm**  
**Hours outside these times is sometimes required**

**Send resume and / or contact**

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**or**

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