



DIRECTOR JOB DESCRIPTION

Program Success starts with the Director

Overview

- The church director anchors the program at the church and serves as the key liaison with the school. The director provides supervision and support for volunteers while giving school educators confidence that the program will run smoothly during the academic year. The director will be representing Christ and the church to the school.
- Kids Hope USA provides comprehensive director training, preparing the director to launch, operate, and administer a successful program with the partnering school. Director responsibilities include the following:
 - Embrace the mission of Kids Hope USA – *Kids Hope USA builds life-changing relationships through the power of One: One Mentor, One Child, One Hour, One Church, One School.*
 - Build relationships with overseeing staff and develop an open and collaborative relationship with the church supervisor by informing him/her of the impact and opportunities of the Kids Hope USA church-school partnership.
 - Assist in recruitment of volunteers to serve as mentors and prayer partners with the support of church leadership.
 - Ensure all mentors are screened and trained, and their information is organized and tracked according to Kids Hope USA guidelines.
 - Work with the school partner to match mentors with referred students.
 - Supervise and monitor mentor-student relationships, including reviewing daily progress reports and connecting with school staff and mentors on a regular basis.
 - Cast and steward the vision of Kids Hope USA at the church, including sharing the stories of God’s amazing work in the lives of students and church volunteers.
 - Ensure the church honors the five core church commitments of the program: Separation of Church and State, Director Leadership, Training, Screening, and Recruiting/Matching.
- **Training Details:** Kids Hope USA will provide the director with a self-paced four-week on-line training course. Each training module includes approximately two hours of instructional time with additional time required for completing action steps. Training includes ongoing program support and coaching.
- **Weekly Program Time Commitment:** The amount of time varies from program to program based on variables such as size of program, growing need for more mentors, and other key factors. Generally, a director should be available to serve four to six hours per week with approximately two hours spent at the school. Please note that more time may be required during launching a new program, at the beginning of the school year, for growing the program, and/or for any optional events.
- **Director Support:** Kids Hope USA provides ongoing support through: director groups, continuing education opportunities, webinars, monthly e-newsletters, regional program support, a dedicated director website, a team of child psychologists, and ongoing mentor resource development.