

Assistant Director - ROCK Program

Position Type: Full-Time, Salary – Exempt

Reports To: Director of ROCK Program

Location: Zionsville United Methodist Church / Zionsville, IN

Applicants are required to read, write, and speak the following languages: English

About Us:

ROCK (Really Outrageous Christian Kids) is a Christian program serving families by meeting the physical, emotional, social, and spiritual needs of children, aged Kindergarten through 6th Grade. ROCK is a community of caring Christians who love God, His children, and building His kingdom. The goal of the ROCK program and our dedicated staff is to provide educational opportunities that promote the total development of children in a fun, Christian environment. ROCK's philosophy is that students should develop a strong, broad base of knowledge, a genuine love for and appreciation of the challenges of learning, and an understanding of the implications of Christian principles in their daily lives.

Job Description:

The Assistant Director of the ROCK Program is a full-time position (40 hours a week) that reports directly to the Director. The Assistant Director is responsible for assisting the Director in the day-to-day operations and supervision of staff and children during the After-School Program and 10-week Summer Program at Zionsville United Methodist Church. The Assistant Director provides leadership and administration to the staff, in a positive and professional manner. The Assistant Director assists with maintaining all safety, health, and security standards, as defined in ROCK policies and procedures.

Responsibilities:

LEADERSHIP | ADMINISTRATION:

- Act as a professional partner to the Director on all aspects of organizational activities.
- May supervise select staff members, as appropriate.
- Work directly with children and staff during established working hours: 7:30am-3:30pm during summer program; 12:00pm – 6:00pm during school year; Establish and host scheduled office hours.
- Assume all roles as delegated for a variety of administrative functions to manage the administrative workload efficiently, including overseeing check-ins and check-outs, responding to family and staff questions, addressing special requests, answering phones/emails, liaising with church staff, coordinating special events and guiding tours for future families.
- Assist Director with all aspects of registration; Assist with budgets, staff evaluations, staff conflict, meetings, training sessions, and special programs.
- Maintain email distribution lists, attendance database and participant files, including all records and information required by the state. Generate daily attendance reports.
- Drive 15 passenger bus as needed.

EDUCATIONAL|BEHAVIORAL

- Provide leadership and teachings for staff, children, and others in line with the mission of both the ROCK program and ZUMC.
- Serve as the behavioral program liaison between children, parents, staff and board.

- Assist in the program's behavioral management process, including attendance, dress code, and disciplinary policy.

COMMUNICATION | RELATIONSHIPS

- Assist in the management of front-line parent communication, as well as facilitation of communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Maintain a positive working relationship and rapport with current and future families; Be visible and accessible; Be a positive representative of the ROCK program.

Preferred Qualifications:

- 2-3 years of experience working in a similar role.
- Strong interpersonal skills; compassionate and patient.
- General bookkeeping, database, and business knowledge, as well as customer service skills.
- Understands a team ministry concept; Solid biblical background.
- Good verbal and written communication skills; Able to speak in a public forum.
- Willing to learn office systems and procedures (Word, Excel, Outlook, email, and church software systems).
- Possess or willing to obtain necessary certifications: Child Protection Training, CPR, Universal Precautions.
- Must consent and pass background checks and submit to Indiana fingerprint database check.
- Possess or willing to obtain and maintain Class B CDL with Passenger and Air Brake endorsements to drive ROCK bus as needed.

Physical and Environmental Factors:

- Able to move freely in and out of different physical activities, including significant standing, sitting, walking, crouching, reaching, kneeling, quick reflexes.
- Able to work in a very loud, chaotic environment.
- Able to diligently watch, listen, talk, and react to keep children and staff safe.
- Able to deal with bodily fluids on a regular basis (nosebleeds, vomit, cuts, etc.).
- Able to withstand varying weather conditions (heat, snow, rain, sun, etc.).

Benefits:

- Monday – Friday (No Weekends)
- Childcare Discount
- ROCK is closed when Zionsville Community Schools is closed