



UrbanPromise
CHARLOTTE

Site Director Job Description

About UrbanPromise Charlotte

Our mission at UrbanPromise is to provide Charlotte's children and youth with the spiritual, academic, and social development necessary to become Christian leaders determined to restore their communities. Our vision is three-fold: **Reach a Child, Raise a Leader, Restore Community**. UrbanPromise reaches younger children through afterschool and summer programs and raises high school leaders (called "StreetLeaders") who are employed as mentors and counselors in these programs. Our ultimate goal is to raise a new generation of indigenous Christian leaders that is determined to make Charlotte a fully integrated city where social, spiritual, and economic capital flow between neighborhoods.

Site Director Position

UrbanPromise Charlotte invites passionate and experienced leaders to apply for the full-time **Site Director** position. The Site Director will organize, direct, and manage a Christian faith-based AfterSchool Program and Summer Camp for about 100 first to eighth grade students. The Site Director position is ideal for individuals with deep passion for equipping children and youth with the skills necessary for academic achievement, life management, spiritual growth, and Christian leadership.

UrbanPromise is hiring a Site Director for our South Boulevard neighborhood location, and it is required that candidates are highly proficient in Spanish and English.

Essential Job Functions

Responsibilities of a Site Director include but are not limited to:

Program Management:

- ▶ Program Leadership - Serve as the primary leader for the UrbanPromise's AfterSchool Program and Summer Camp. Model high-quality instruction in a multi-cultural setting, conduct consistent classroom observations, and provide constructive feedback to staff and volunteers. Serve as a visionary, spiritual, and programmatic leader for staff, teens, and children.
- ▶ Program Quality - Oversee daily programming. Help teenage StreetLeaders prepare and execute effective lesson plans. Set meaningful individual and team goals and create concrete plans to attain them. Oversee periodic reading assessments and track and report student and program data. Use data to inform programmatic decisions.
- ▶ Operations Management - Build and implement systems to manage budget, campus expenses, student transportation, and student data. Ensure safety of all program participants.
- ▶ Student Engagement - Lead initiatives to recruit, enroll and retain students in UrbanPromise's afterschool and summer programs.
- ▶ Event Management - Plan and execute periodic celebratory events for the children, parents, and teens connected to the South Boulevard neighborhood site.
- ▶ Communications Management - Organize pertinent information from various sources and effectively communicate to appropriate audience, including staff, volunteers, school and community partners. Includes writing newsletters to parents and schools, writing emails to staff and volunteers, etc.

Relationship Building:

- ▶ Team Culture - Develop and support a strong, positive team culture amongst a multicultural team of teenage StreetLeaders and adult staff. Support students, teens, staff, volunteers, families, and school partners to actively engage in UrbanPromise programs. Take a strength-based, inclusive approach to relationships and culture-building. Celebrate success and highlight small victories. Create an atmosphere for spiritual growth through devotions, worship, and prayer.

- ▶ Stakeholder Management - Serve as relationship manager with the school administrative team and other partner organizations. Actively engage with volunteers, supporting staff in relationship management, and retention. Meet regularly with parents of students in our AfterSchool Program.
- ▶ Leadership Presence - Inspire others by serving as a visionary, spiritual, and programmatic leader for staff, teens, and children. Express confidence in self and others, as well as a strong belief in the UrbanPromise model as a vehicle for leadership development.

People Management:

- ▶ Manage StreetLeader Director & Middle School Director - Directly manage one full-time staff member (the StreetLeader Director) and one part-time staff director (Middle School Director) and support their professional development and growth through providing regular feedback, meeting weekly to track progress-to-goal, and serving as a thought-partner and coach.
- ▶ StreetLeader, Teacher, and Volunteer Management - Supervise, coach, and inspire a team of educators, StreetLeaders, and volunteers. Effectively delegate tasks and projects while holding teachers and StreetLeaders accountable to milestones and outcomes. Assist StreetLeader Director with completing performance reviews for all StreetLeaders. Address performance challenges and prepare for potential staff transitions.

Candidate Profile & Skills

- ▶ **Program Leadership:** Leaders with a track record of driving strong student outcomes and creating an inclusive, positive student culture. Experience leading out-of-school time programs is a plus.
- ▶ **Inspiration:** Leaders with demonstrated success in moving a team towards achieving goals.
- ▶ **Achievement:** Goal-oriented drivers who take personal ownership for results and have a track record of overcoming barriers to achieve ambitious outcomes for both children and adults.
- ▶ **Community:** Mobilizers who understand that true Christian community development requires community-wide partnership and support.
- ▶ **Team Building:** Leaders with the ability to establish and maintain strong relationships with a variety of stakeholders.
- ▶ **Operations Management:** Leaders with experience building, implementing, and streamlining systems that allow for the timely and accurate dissemination of information and ensure effective and accurate adherence to timelines.
- ▶ **Cultural Competence:** Leaders with an awareness of and knowledge about cultural differences, their own cultural identity, and the history and contemporary struggles of marginalized groups. Leaders who balance this awareness and knowledge with continuous empathy and curiosity and examine how social context, power, and systems of privilege and oppression influence and constitute the world, their own worldview, and relationships.
- ▶ **Servant Leadership:** Leaders who live and lead their lives in a way that reflects the humility and servant leadership of Jesus (considering Philippians 2 as a guide).

Qualifications

Education and Experience:

- ▶ Bachelor's degree in any field of study
- ▶ At least two years of post-college work in urban education or urban ministry
- ▶ Highly proficient in Spanish is **required**

Additional Work Requirements:

- ▶ Willingness and ability to work a non-traditional work schedule (10 AM - 7:00 PM during the school year and 7 AM - 5 PM during Summer Camp)
- ▶ Willingness to work occasionally on a Saturday (approximately once per quarter)

Salary & Benefits

The salary range for the Site Director position is \$45,000 - \$55,000. Benefits include paid time off, medical coverage, and matching retirement contributions up to 3% of your salary.

Apply

In order to be considered for the Site Director position, you must complete the two steps listed below. Applications will be considered on a rolling basis, and interested candidates are encouraged to apply as soon as possible.

- A. Please email your resume to Jimmy McQuilkin at jimmy@urbanpromisecharlotte.org.
- B. Respond to the short answer questions listed below. Email your responses along with your resume to jimmy@urbanpromisecharlotte.org.

Short Answer Questions:

1. Please write a brief narrative of your Christian experience. Include people and circumstances that have influenced your faith, how you express your faith in day-to-day life, and why you want to work with UrbanPromise Charlotte.
2. In your own words, define the mission of UrbanPromise. How do your personal and professional goals align with that mission?
3. Describe a time when you had to set and achieve an ambitious goal with students or adults. What challenges did you and your students/adults face while striving to achieve this goal? Why was achieving this goal meaningful for you and your students/adults?

More About UrbanPromise Charlotte

UrbanPromise Charlotte was established in 2013 with the purpose of providing Charlotte's low-income children and youth with the spiritual, academic, and social development necessary to become Christian leaders determined to restore their communities. We strive to fulfill this mission by reaching younger children through afterschool and summer programs and by raising high school leaders ("*StreetLeaders*") who are employed as mentors and counselors for the children who attend these programs.

Since our inception in 2013, UrbanPromise has operated our AfterSchool Programs, Summer Camps, and StreetLeader Program with tremendous success. 100% of our first four senior StreetLeader classes have graduated high school on-time and received college acceptance. Most will become the first member of their families to graduate college. During our six-week summer programs the past five years, UrbanPromise elementary students have made an average of three months of reading growth.

During the the 2018-2019 academic year, UrbanPromise Charlotte serves about 335 children and youth at three neighborhood sites in three of Charlotte's lowest-income neighborhoods in west, east, and southwest Charlotte.

UrbanPromise Charlotte is the ninth and newest UrbanPromise affiliate site. The first UrbanPromise site was founded by Bruce Main and Tony Campolo in Camden, New Jersey in 1988.