



URBAN PROMISE
Arkansas

Site Director Job Description

About UrbanPromise Arkansas

Our mission at UrbanPromise is to equip children and youth with the skills necessary for academic achievement, life management, spiritual growth, and servant leadership. Our vision is to be a community in Christ of servant leadership and transformation seeking a full life for all involved in the neighborhoods of our cities. 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 up the next generation of urban Christian leaders.

Site Director Position

UrbanPromise Arkansas invites whole-hearted 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 for 30 and Summer Camp for 60 first to fifth or sixth 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 seeks Site Directors for two separate programs and invites candidates to apply for the position at one or both of these programs:

- **Camp Freedom:** UrbanPromise's Camp Freedom site is located in the Baring Cross neighborhood in NLR, AR and is for students in 1st-5th grade.
- **Camp Joy:** UrbanPromise's Camp Joy program is for 6th-8th graders and is also located in the Baring Cross neighborhood in NLR, AR.

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, volunteers, and children. Implement strategic plan for areas of responsibility. Provide academic support, opportunities for spiritual growth and enrichment activities that support academic achievement and offer new experiences. Organize events and programs that will teach life management skills. Provide careful and effective supervision of children's activities and of staff leading those activities. Provide and carry out discipline structures and incentive programs which help children to reach their full potential.
- **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. Maintain processes and procedures (policies, events calendars, planning, curriculums, budgets and the like)Lead/attend meetings.
- **Operations Management** - Build and implement systems to manage budget, campus expenses, student transportation, and student data. Ensure safety of all program participants. Actively pursue UPW support raising goals through relationship development, support letters, trips, etc.
- **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 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:

- **Foster Community in Christ** - Develop and support a strong, positive team culture amongst a team of teenage StreetLeaders and adult staff. Engage in personal spiritual development (get a mentor, bible study prayer and the like). Participate in staff spiritual practice events (prayer, discipleship, bible study and the like). Support and engage in safe practices. Hold reporting staff accountable in discipleship expectations. Engage in professional development through staff retreats, training, and team building events. Invest in and support, through actions and attitudes, the UPAR community. Teach and provide opportunities for children to respond to the Gospel message, fostering godly character and discipleship (Scripture, prayer, mentoring relationships, service opportunities and the like.)
- **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 through home visits, calls, etc. Develop transformative relationships with students and families.
- **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:

- **StreetLeader, Assistant Site Director, Intern, and Volunteer Management** - Supervise, coach, and inspire StreetLeaders, interns, and volunteers. Effectively delegate tasks and projects while holding interns and StreetLeaders accountable to specific goals and outcomes. Assist StreetLeader Director and TeamLeader 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 toward 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 who balance an awareness of cultural differences with continuous empathy, curiosity, and a willingness to learn.
- **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
- Two years of post-college work in urban education or urban ministry

Additional Work Requirements:

- Willingness and ability to work a non-traditional work schedule (9 AM - 7:00 PM during the school year and 7 AM - 5 PM during Summer Camp with additional evening activities at times)
- Willingness to work occasionally on a Saturday

Salary & Benefits

Salary for this position depends on prior experience. In addition, a monthly stipend for health insurance is included.

Apply

In order to be considered for the Site Director position, you must complete the following two steps:

1. Please email your resume to Kristin Walker at Kristin@urbanpromise.org.
2. Respond to the short answer questions listed below. Email your responses along with your resume to Kristin@urbanpromise.org.

Short Answer Questions:

1. Are you applying specifically for the Camp Freedom position or the Camp Joy position? Or would you like to be considered for both?
2. 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 Arkansas.
3. In your own words, define the mission of UrbanPromise. How do your personal and professional goals align with that mission?
4. 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 Arkansas

UrbanPromise Arkansas was established in 2016 with the purpose of providing Central Arkansas' low-income children and youth with the spiritual, academic, and social development necessary to become Christian leaders equipped to aid restoration in 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 2016, UrbanPromise has operated our AfterSchool Program, Summer Camps, and StreetLeader Program in the Baring Cross neighborhood of North Little Rock, AR. In the last three years, we have witnessed tremendous growth in our students' reading abilities, our teens' leadership skills, growth in knowledge of Who God Is, and seeing God's power released as His Body comes together to equip leaders.

UrbanPromise Arkansas is one of 11 domestic UrbanPromise affiliate sites. The first UrbanPromise site was founded by Bruce Main and Tony Campolo in Camden, New Jersey in 1988.