

**ALGER PARK CHRISTIAN REFORMED CHURCH**  
**DIRECTOR OF KIDS HOPE JOB DESCRIPTION**

**Accountability:**

1. In performance of job responsibilities, to the Personnel Committee
2. In coordination of ministries, to the Pastor of Worship and Vision

**Serves on:** Kids Hope Leadership Team

**Oversees:** Kids Hope Program within Alger Park Church

**Evaluation:** According to the Employee Manual of Policies and Procedures

**Status/Hours:** Part Time, hourly (variable, averaging 10 hours per week)

**Qualifications**

1. Evidence a personal commitment to Jesus Christ, His church and its worship and be able to articulate his/her faith
2. Experience in children's ministry, education, or a related field, giving evidence of an ability to organize, lead, encourage, motivate and work with others
3. Have a love for children and the ability to understand and relate to them
4. Possess leadership qualities including motivational skills, promotion of teamwork, creativity in programming, and good organizational skills
5. Be a "team player" with staff
6. Professing member of Alger Park Christian Reformed Church

**Specific Responsibilities Including But Not Limited To:**

1. Ensure Alger Park Church honors the "non-negotiable" principles of the Kids Hope program as outlined in the Affiliate Agreement with KIDS HOPE USA national office.
2. Cast the vision for KIDS HOPE USA at Alger Park Church. This includes sharing the stories of God's amazing work in the lives of the children and mentors.
3. Lead a school-based mentoring program in the Alger Park Church community:
  - a. Recruit, screen, train, match, schedule, supervise, and encourage volunteer mentors, substitute mentors and their supporting prayer partners from within Alger Park Church membership.
  - b. Purchase snacks, supplies and learning materials. Clean, organize and maintain the Kids Hope room at the school.
  - c. Develop effective publicity of KIDS HOPE USA by means of the church social media, newsletter, bulletin announcements, letters, bulletin boards and other media.
  - d. Put in place and maintain adequate administrative infrastructure for a smoothly running operation. This includes effective budgeting, appropriate delegation of tasks and accurate record keeping.
  - e. Recruit, supervise and encourage a leadership team that matches members' giftedness with program needs and complements your leadership.
  - f. Integrate the KIDS HOPE USA program with other church ministries:
    - i. Work with the hand2hand director to deliver food to Kids Hope students.
    - ii. Work with the Benevolence Committee to assist with financial needs of Kids Hope families.
    - iii. Work with the Director of Children's Ministries in integrating KH students into Alger Park programming.
  - g. Reply to national office's annual requests for information in a timely manner:
    - i. Renewal of affiliation in August
    - ii. Program profile and volunteer list updates in January
    - iii. Program valuation in May
4. Develop a caring relationship with your partner school principal. Building a healthy relationship requires the director to be in the school to keep the channels of information open, healthy, and two-way.

5. Seek ways to encourage and support the teachers and staff at the partner school.
6. Keep supervising pastors informed of the impact of the KIDS HOPE USA church-school partnership.
7. Evaluate the KIDS HOPE USA program at Alger Park Church using required tools from the national office and your own, ongoing review of "lessons learned."
8. Seek ways to extend the mentor-child relationship. Plan at least three parties/events throughout the year (at least one AT Alger Park Church).
9. Plan an end-of-the-year picnic to recognize 5<sup>th</sup> grade graduates and celebrate the completion of another school year (with students, mentors and teachers).
10. Mentor one child.
11. Team Ministry:
  - a. Work with other staff members in a spirit of mutual respect, support, and encouragement.
  - b. Meet with the Pastor of Worship and Vision as needed or requested.
  - c. Meet with the Personnel Committee representative as needed or requested.
12. Continue to grow professionally through available conferences or training. Attend local Kids Hope Director meetings.

Questions? Email [personnel@algerparkchurch.org](mailto:personnel@algerparkchurch.org)

To apply, email your resume to: [personnel@algerparkchurch.org](mailto:personnel@algerparkchurch.org)