



**URBAN PROMISE**  
 Arkansas

## Assistant Director

### Job Description

<b>Job Title:</b>	Assistant Director	<b>Job Category:</b>	Inner City Ministry
<b>Department/Group:</b>	Children’s Ministry		
<b>Location:</b>	North Little Rock, AR	<b>Travel Required:</b>	Travel Required
<b>Level/Salary Range:</b>	TBD/Based on experience and qualifications	<b>Position Type:</b>	Full-time
<b>HR Contact:</b>	Kristin Walker	<b>Date Posted:</b>	4/18/17

#### Applications Accepted By:

**EMAIL:**

**KRISTIN@URBANPROMISE.ORG**

Subject Line: Assistant Director Application

**MAIL:**

Kristin Walker  
 Assistant Director  
 P.O. Box 1157  
 North Little Rock, AR 72115

#### Job Description

**ABOUT URBANPROMISE ARKANSAS**

Our mission at UrbanPromise Arkansas is to provide children and youth with the spiritual, academic, and social development necessary to become Christian leaders in their neighborhoods and throughout their lives! Our vision is to be a community in Christ of servant leadership and transformation, seeking a full life for all involved: urban youth, families, volunteers, and staff in the neighborhoods of our cities. UrbanPromise impacts younger children through after-school and summer programs and equips high schools leaders (called “StreetLeaders”) who are employed as mentors and counselors in these programs. Our ultimate goal is to raise up an army of Jesus Christ believers and followers. We believe that our young people have the potential to rebuild “ancient ruins” and “restore devastation” as mentioned in Isaiah 61.

**ASSISTANT DIRECTOR POSITION**

UrbanPromise Arkansas invites passionate and experienced leaders to apply for a full-time Assistant Director position. The AD will provide support for the Site/Executive Director as needs arise and assist in organizing and directing a Christian faith-based After-School Program and Summer Camp for 1<sup>st</sup>-5<sup>th</sup> grade students. This position is ideal for individuals with a deep passion for equipping children and youth with the skills necessary for academic achievement, life management, spiritual growth, and servant leadership.

- UrbanPromise Arkansas is located in the Baring Cross/“Off-Pike” neighborhood of North Little Rock, AR. We are blessed to be allowed to share the facility of ACTS Ministries at 1224 Franklin St. NLR, AR 72114.

## Assistant Director

### ESSENTIAL JOB FUNCTIONS

Responsibilities of an Assistant Director include providing overall support to the Executive Director and also with:

#### **Program Assistance:**

- Program Leadership – Serve as an assistant director for the UrbanPromise’s After-School Program and Summer Camp. Model high-quality instruction when teaching Bible lessons, leading worship, and other activities/lessons.
- Program Quality – Assist with tracking and recording student and program data.
- Operations Management – Assist with managing budget of program, student transportation, and student data. Assist in ensuring safety of all program participants.
- Student Engagement – Assist in recruiting, enrolling and retaining students in UrbanPromise’s after-school and summer programs.
- Event Management – Assist director with all events: annual fundraiser, program celebrations, and more.
- Communications Management – Organize pertinent information from various sources and effectively communicate to appropriate audiences, including staff, volunteers, school and community partners. Includes writing support letters to donors, occasional newsletters to parents and schools, writing emails to staff and volunteers, etc.

#### **Relationship Building:**

- Team Culture – Assist in developing and supporting a strong, positive team culture amongst a team of teenage StreetLeaders and adult staff. Help maintain opportunities for students, teens, staff, volunteers, families, and school partners to actively engage in UrbanPromise programs. Participate in an atmosphere for spiritual growth through Bible study, devotions, worship, and prayer.
- Stakeholder Management – Actively engage with volunteers, supporting staff in relationship management, and retention. Participate in regular home visits with parents.
- Leadership Presence – Realize your role as a spiritual and programmatic leader for staff, teens, and children. Express confidence in God, as well as a strong belief in the UrbanPromise model as a vehicle for leadership development.

### CANDIDATE PROFILE AND SKILLS

- **Program Leadership:** Experience leading out-of-school time programs is a plus.
- **Team Building:** Leaders with the ability to establish and maintain strong relationships with a variety of stakeholders.
- **Cultural Competency:** Leaders with an awareness of and knowledge about cultural differences. Leaders who balance this awareness with continuous empathy and curiosity and examine how social context, power, and privilege and oppression influence the world, their own worldview, and relationships.
- **Servant Leadership:** Leaders who live and lead their lives as a way that reflects the humility and servant leadership of Jesus (considering Philippians 2 as a guide).

### SPECIAL CONDITIONS OF EMPLOYMENT

Driver’s License required

Fixed vacation time based on the school calendars.

Schedule is typically 9 a.m.-6:30 or 8:00 p.m. M-F with occasional weekend activities.

### TO APPLY

- Send your resume to [Kristin@urbanpromise.org](mailto:Kristin@urbanpromise.org) along with a cover letter briefly explaining your interest in the position.
- Feel free to contact Kristin Walker at the above listed email or by phone at 501-749-2100 with any questions.

## Assistant Director

**REQUIREMENTS:** To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. Use these codes to complete this section: "F" for frequently; "O" for occasionally; "N" for not at all.

**PHYSICAL**

On the job the employee must:

- (F) Bend      (F) Sit
- (O) Squat    (F) Stand
- (O) Crawl    (F) Walk
- (O) Climb    (F) Push/Pull
- (O) Kneel
- (F) Handle objects (manual dexterity)
- (O) Reach above shoulder level
- (O) Use fine finger movements
- ( ) Other \_\_\_\_\_

Must carry/lift loads of:

- (F) Light (up to 25lbs.)
- ( ) Moderate (25-50lbs.)
- ( ) Heavy (over 50lbs.)

**MENTAL**

On the job the employee must be able to:

- (F) Read/comprehend
- (F) Write
- (F) Perform calculations
- (F) Communicate orally
- (F) Reason and analyze
- ( ) Other \_\_\_\_\_

**ENVIRONMENTAL**

On the job the employee:

- (F) Is exposed to excessive noise
- (N) Is around moving machinery
- (N) Is exposed to marked changes in temperature and/or humidity
- (N) Is exposed to dust, fumes, gases, radiation, microwave (circle)
- (F) Drives motorized equipment
- (O) Works in confined quarters
- ( ) Other \_\_\_\_\_

Last Updated By:	Kristin Walker	Date/Time:	4/18/17
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