

## **Frankenmuth United Methodist Church**

### **Job Description: After School Program Assistant**

#### **Job Summary**

The person will be hired and compensated to work with the After School Lead in a proposed After School Program (not yet named) to be held at the Frankenmuth UMC for ages 12-16.

#### **Goals of Position**

1. To aide in the development and implementation our After School Program that will help our community and students.
2. To maintain a safe environment where all students will feel welcome.
3. To work cooperatively with the After School Program Lead, and a team of volunteers, including the Children's Coordinator (in absence of a Youth Coordinator) to accomplish goals.

#### **The Method**

1. The person shall act as an assistant to the Lead of this program and will help in the creation and implementation a comprehensive vision of the program. Areas of responsibility will include, but are not limited to the following:
  - a. Works with the Lead to implements activities for each day (Monday – Thursday).
    - i. Implementation includes finding and equipping volunteers.
  - b. Helping to plan a monthly cooking/dinner event with students.
  - c. Safe Sanctuary policy adherence.
  - d. Helping to recruit volunteers.
  - e. Helping to recruit students.
  - f. Communicating with families.
  - g. Working within guidelines of the State, if those are required.
2. This person shall report directly to the Program Lead, and also to the Pastor and the SPRC.

#### **Other Considerations**

1. The After School Program Assistant is a part-time position to include Monday – Thursday from 3:30 to 6:00 pm during the School year. Three to four hours per month will also be used for a monthly activity. The amount of hours per week should not exceed 10 in a standard week and 14 per week in a monthly activity week.
2. Requested time off will be determined in conjunction with the Lead, and the Pastor or the SPRC Team.
3. Snow Days and holidays for the School District will be considered unpaid days.

#### **Relationships**

1. The After School Program Assistant directly reports to the After School Program Lead.

#### **Review**

- Annual evaluation of job performance will be the responsibility of the Staff Parish Relations Committee. It will involve input from the After School Program Lead, pastor, persons working with the After School Program Assistant, the Children's Coordinator, and the Staff Parish Relations Committee.

**Background Check**

The After School Program Assistant shall submit to and pass a background check prior to employment.

**Terms of Employment**

- Hourly wage will be set by the Staff Parish Relations Committee and will not exceed the wage of the After School Program Lead.
- Assistant will not arrive late more than 2 times per quarter without consequence of reevaluation of employment.
- This agreement may be revised by the Staff Parish Relations Committee when changes in staff or ministry occur.

**Termination**

To discontinue this agreement by the Assistant, two weeks written notice will be required of the Assistant. To recommend discontinuance of this agreement by the Lead, a written warning must have been delivered to the Assistant.

**Criteria for Hiring**

1. The person needs to be self-motivated and give strong evidence of leadership ability and embrace people of all ages, races, nationalities and lifestyles.
2. Demonstrate Christian leadership and affirm basic Christian beliefs from a faith position which is compatible with the Book of Discipline of the United Methodist Church.
3. This person shall demonstrate the ability to effectively use both oral and written communications.
4. This person should be willing to participate in events outside of the Monday – Thursday standard schedule.
5. This person shall provide evidence of a passion for nurturing youth in their growth to become responsible adults.

**To Apply**

To apply please contact Lisa Woodke at 517.648.9166. You may also send a resume to [LMWoodke@dow.com](mailto:LMWoodke@dow.com)