



Emmanuel Baptist Church

467 North White Road | San Jose, CA 95127

Tel: (408) 272-1360 | Fax: (408) 272-1809 | [www.emmanuelbc.org](http://www.emmanuelbc.org)

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## Executive Director

### Emmanuel After School Program (EASP)

Posted 2/20/18

#### Principal Function:

This position will primarily function as the Executive Director of Emmanuel's After School Programming (EASP). Initially, the Executive Director will conduct research and develop Emmanuel's after-school program, including but not limited to, procuring funding, developing staffing needs, connecting with school leaders and organizing space for the program.

After funding has been procured, the afterschool program director manages programs outside of school hours for children. The program may be coordinated with the school district, the church, or other nonprofit organizations, but the program director will work closely with day schools to provide an enriching and educationally sound experience. The director will develop the structure of the program based on the needs and interests of the students and their parents, manage the program staff and operations, and maintain relationships with the community. Depending on the agreed to focus (educational, arts, sports, religion, etc.), the director develops an appropriate curriculum and plans activities that are consistent with the mission of the program. This could include teaching and improving literacy skills, improving or developing interpersonal skills or help with improving academic performance. The director is the spokesperson for the program, representing it to the community and the media.

In conjunction with developing the curriculum, the director also manages the evaluation and assessment procedures for the program. Through both formal and informal assessments, the director tracks the progress of the program and individual students and provides progress reports to parents, schools, and the Church or sponsoring organization.

**Classification:** The position part-time and is classified as exempt (salaried). Funding for the Executive Director of Emmanuel's After School Program (EASP) is provided outside of regular budget and is provided for two years. At the end of two years, the job will be re-evaluated and continued funding and employment will be based on acquired funding and EASP status and results.

#### **Responsibilities:**

- Research and develop Emmanuel's After-School Program (EASP) – Including but not limited to activities to procure funding, staffing, and developing curriculum.
- Works with community stakeholders for after-school program implementation
- Researches community needs for the after school program to effect the greatest impact.

#### **Staff Management:**

- The director of the afterschool program is responsible for the recruitment, hiring, and training of all staff. The Program Director is the immediate supervisor of the staff; performs

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performance evaluations and develops professional development plans for the staff to ensure the program maintains a high level of quality.

#### **Operations Management:**

- The directors manages the operations of the afterschool center or program, from ensuring that the staff has the tools and equipment needed to do their jobs, to monitoring the environment for health and safety hazards. The director is also actively involved with the financial management of the organization, in terms of budgeting, purchasing, and accounts payable.

#### **Community Relations:**

- Because the success of the afterschool program depends on its ability to attract students and provide them with meaningful and enriching experiences, the program director needs to build relationships with schools, parents, and community groups to spread the word about the program and build support for it. The director may meet with parents, church groups, community groups, and school representatives to discuss the program and its benefits and seek feedback on how it can better serve children.

#### **Requirements: Knowledge, Skills, Abilities:**

- Must be a devoted follower of Jesus Christ, with high moral character and integrity.
- Must have demonstrated written and verbal communication skills, conflict management skills, and computer skills.
- Must have a demonstrated ability to raise funds using various approaches (researching and soliciting funding sources and grant writing).
- Must possess the ability to work effectively with and be sensitive to diverse individuals, and teams of volunteers.
- Must commit to the church's discipleship process; Connect, Grow, Serve and Go

#### **Requirements: Educational Skills:**

- Bachelor's degree required.
- Master's degree preferred.

#### **Qualified candidates should submit their resumes to:**

Emmanuel Baptist Church  
Attention: Tonya Wilson (Human Resources)  
467 North White Road  
San Jose, CA 95127

Resumes may also be emailed to Tonya Wilson at: [tdwdaw74@gmail.com](mailto:tdwdaw74@gmail.com)

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