

JOB DESCRIPTION: Academic Enrichment Director

POSITION TYPE: Full-Time, day/night (M-F/40 hrs.)

COMPENSATION: TBD

LOCATION: HUNTERSVILLE, NC



ORGANIZATION:

Founded in 2007, Caterpillar Ministries exists to partner with our neighbors living in the Huntington Green community in Huntersville, currently serving over 450 children and adults. Our vision is to see encouraged, empowered, and educated neighbors. We seek to carry out the mission of Jesus by providing educational, spiritual and mentoring opportunities through genuine relationships.


POSITION DESCRIPTION:

Out-of-school educational support for K-12 students, including working with students, schools, and families to provide tutoring and/or enrichment, ESL and GED class coordination, as well as college and career mentoring through the MyPath program. The job also features training and coordinating the volunteers for afterschool and summer tutoring, and budgeting and reporting expenses throughout the year. The position reports directly to the Executive Director.

RESPONSIBILITIES:

Program Management

- Provide oversight of all academic activities and programs
- Coordinate volunteer-student and mentor-mentee relationships
- Provide students with homework support
- Develop and manage differentiated academic tutoring materials for students and tutors
- Using Caterpillar Ministries-approved curriculum or materials, create lessons that support Caterpillar Ministries' core values and student engagement
- Integrate Common Core Standards across content areas to engage and inspire students
- Use summative and formative assessments to guide lessons and measure success

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- Communicate regularly with the Executive Director about program updates, progress, and evidence of participant academic development
 - Manage and engage volunteers during programming
 - Provide training for all volunteers to ensure a level of excellence during sessions

Program Support

- Serve as an academic enrichment spokesperson on behalf of Caterpillar Ministries at events (as assigned), and through newsletter and media communications
- Support the recruitment of volunteers or donations for Caterpillar Ministries
- Clearly communicate with the Caterpillar Ministries' team and participate in staff meetings

Other Duties:

- Serve as an instructor for summer camp as needed

QUALIFICATIONS:

- Christian character and commitment in daily life and the ability to articulate a personal faith journey
- Bachelor's degree and at least one year of student teaching and lesson planning
- Knowledge of and experience in age-appropriate learning and faith development
- At least one year of experience in a tutoring or educational program
- Proficient in Microsoft programs
- Strong written and oral communication skills
- Ability to learn and use digital resources, such as Google Calendar, Remind messaging, and ServantKeeper database
- Bilingual in Spanish is highly desired

Send resume to info@caterpillarministries.org no later than July 31, 2022.

