



After School Team Leader Job Description

The After School Team Leader's *primary responsibilities* will be to drive the CHAT's After School Program to maturity, focusing on the following areas

- 1) *Build a culture* – Build, encourage and equip a committed group of volunteers who engage the organization, the students and each other in a way that builds them up and contributes to the mission
- 2) *Increasing quality* – Ensuring that every student or parent facing interaction has the highest quality, including known and defined desired outcomes and measures against those outcomes
- 3) *Increasing intentionality* – Standardizing CHAT's after school team processes, such as how a student progresses in our program or how a volunteer is oriented
- 4) *Increasing communication* – Creating consistency and redundancy in communication to multiple stakeholders (students, parents, volunteers, staff, donors) in order to ensure widely understood expectations
- 5) *Increasing simplicity* – Ensuring clear focused sets of goals that are accomplished through a small number of activities in which CHAT can excel, sometimes turning down good opportunities so that we can be excellent in our existing opportunities

After School Team Leader Framework

When hiring for a youth pastor for a 20 student church youth group or after school program, an organization will look for someone who is committed to building strong relationships with the students. This person can take 15 kids to a weekend retreat with 1-2 volunteers and have individual meaningful relationships with students.

When hiring for a youth pastor for a 300 person church youth group or after school program, an organization looks for someone who can manage a set of systems, including a culture of high volunteer engagement, clear expectations for all constituents, high quality events and effective and redundant communication.

In this position, CHAT seeks the latter, someone who can manage a set of systems with high levels of excellence. We currently touch 70+ students on a weekly basis and have 90+ volunteers attending various events. Currently we sometimes turn down students and volunteers because our systems cannot handle the load, and we want to change that.

Description of a typical day

Arrive at 11 AM: A typical day will start later in the morning, due to the evening responsibilities of an after school program

11 AM – Noon: Meet with CHAT Exec Director, Development Team or other CHAT staff to share After School Program data and to update on progress

Noon – 1 PM: Lunch with a key volunteer/donor to discuss their specialized volunteer role

1 PM – 2 PM: Check in with residents and associate director on pressing issues

2:00 – 3:30 PM: Heads down work, such as designing volunteer orientation and sending a communication home to parents

3:30 – 6:00 PM: Observe after school programming, check in with volunteers, problem solve issue when they arise

6:00 – 6:45 PM: Engage with staff and volunteers to get feedback on the days activities

6:45 – 8:00 PM: Evening activities (*2-3x per week*), volunteer orientation meeting, speak on a college campus, dinner or happy hour with volunteer group

Qualifications

Minimum Qualifications

- Faith in Jesus Christ, as articulated by the Apostles Creed and as demonstrated by a life that includes being part of a faith community and encouraging others to be part of faith communities
- Bachelor's degree or equivalent experience
- Strong oral and written communication skills
- Demonstrated track record of moving forward complex organization with 20+ constituents

Preferred Qualifications

- 5+ years of work experience in medium or large organizations with track record of success
- Significant experience in service organizations such as churches, non-profits, education or government (work experience preferred, but volunteer experience is acceptable)
- Demonstrated track record of moving forward complex organization with 100+ constituents
- Experience working in
 - Education
 - Community development organizations
 - Settings of poverty
 - Trauma informed care

After School Program Description

The After School Program is the oldest program at CHAT and impacts the highest number of students and volunteers. Its vision is to build relationships and communities of support which enable students to have the heart, head and hand to make life changing decisions. We know it takes a community of support for youth to succeed, and we aim to facilitate that community.

The After School Program currently has four after school tutoring sites serving 60 students weekly, and offers summer programming during June and July. The staff reporting to this position is made up of an associate director, 5-7 year long residents and 10-15 summer interns. The majority of the mentoring work is done by the 90+ volunteers weekly who are committed to the relationship work with the students.

Church Hill Activities and Tutoring - Mission and Programs

Church Hill Activities and Tutoring serves the youth of the East End of Richmond, VA, and equips them with the Heart, Head and Hands to make transformative life decisions.

Heart: Life-Giving Relationships
Head: Healthy Identity & Vision for the Future
Hands: Genuine Skills & Opportunity

CHAT has four programs: After School Programs (described below); Church Hill Academy, a private 9th-12th faith-based high school; Tiny Tykes Pre-School; and the Work Leadership Institute, a workforce development program

To apply for this role, please go to <http://www.chatrichmond.org/employment-opportunities/> and follow the instructions for this job posting