



DIRECTOR OF CASP – JOB DESCRIPTION

Director of Community After School Program (CASP)

To oversee and implement the planning, programming and administration of the Community After School Program (CASP) at Grace Baptist Church.

Essential Job Functions

- Program
 - Assume responsibility for the daily operation of CASP
 - Supervise and implement all aspects of the program including daily schedules, curriculum and planning, and delegation to staff
 - Factor in safety of children and staff at all times
- Personnel
 - Hire, train and supervise CASP staff alongside Pastor of Children's Ministry and Community Outreach with support from the Lead Pastor
 - Develop and implement volunteer plan for program
 - Plan and facilitate CASP staff team meetings
- Administration
 - Ensure licensing standards and GBC policies are implemented and maintained
 - Apply for grants and subsidies
 - Oversee registration of children, including collecting fees
 - Oversee marketing and promotion of CASP
- Partnerships
 - Build and maintain partnerships with community stakeholders (schools, community groups)
 - Build and maintain partnerships with children and families of CASP
 - Build and maintain partnerships with GBC congregation and staff

Education and Experience

- Level 3 Alberta Early Childhood Education required
- First Aid and CPR
- Criminal Record Clearance
- 3-5 years' experience working with children in after-school care or other settings

Compensation and Benefits

- Approximately \$30/hr
- Extended health benefits
- 3 weeks paid vacation

Working Conditions

Working Conditions	Details
Hours of Work	This is a full-time, salary position. Hours of the program are 3:00pm to 6:00pm on Monday to Thursday and 12:30pm to 6:00pm on Friday. Other program hours: a. 8:30am to 6:00pm on Professional Development Days b. 8:30am to 5:30pm for summer programming Flexibility on working hours outside of program hours.
On-call Responsibilities	Program cell phone is provided to Director for families to be able to contact program staff outside of office hours.
Vacation and Sick Days	3 weeks vacation with paid sick days.
Parking	Free parking on-site.
Dress	Casual dress code for staff.

Workplace Policies and Agreements

- Agree with and support the Grace Baptist Church Statement of Faith
- Abide by the Grace Baptist Church employee handbook
- Preferred and encouraged to attend Grace Baptist Church

Staffing Responsibilities for Director of CASP

- Reports to Pastor of Children's Ministry and Community Outreach
- Supervises all CASP staff and employees
- Will participate in team meetings and activities
- Performance evaluation and review will take place annually

Application

- To apply please send a cover letter and resume to ctubig@gbccalgary.com
- Expected start date: As soon as possible
- Accepting resumes until a suitable candidate is found
- All applications are reviewed, but only potential candidates will be contacted