



THRIVE

Personnel Director of Site Job Description

The primary responsibility of the Personnel Director is to direct all personnel and communication for the site, including but not limited to:

Volunteers:

- Communicate and coordinate with the Volunteer Coordinator to assimilate volunteers onto sites.
- Greet and plug in new volunteers.
- Oversee all volunteers during program time.
- Maintain ongoing communication with volunteers.
- Assist volunteers in the preparation and serving of meals.
- Plan times for volunteer-led service projects on campus, as directed by the Volunteer Coordinator.
- Appropriately thank all volunteers.
- Recruit Christian volunteers, with an emphasis on those that would be age-appropriate to serve as interns in the future.

Marketing:

- Collaborate with the Communications Director in the planning and posting of social media, preparation and distribution of recruiting material, promotional videos, Christmas cards, and any other promotional materials.
- Meet with school personnel to build relationships and gain trust.
- Meet with community leaders in order to build relationships and gain trust and insight into the community.
- Take community leaders and/or potential donors on tours of the site.

Partnerships:

- Build and maintain relationships with community churches and organizations to gain community involvement.

Shepherding Interns:

- Meet with interns one-on-one to build relationships and challenge growth formally and informally.
- Send regular words of encouragement to interns.
- Plan and lead devotionals for interns in conjunction with other site staff.
- Interview, hire, manage and supervise the work of jr. interns at your site, building relationships and encouraging growth, in collaboration with the HS Director.
- Assist in intern observations and evaluations as delegated by the program director.
- Work to recruit interns from existing volunteer base as possible.
- Assist the Chief of Staff in the hiring of interns as necessary.
- Develop and lead the appropriate training for your staff alongside the Program Director, specifically leading the trainings of: volunteers, special events, field trips, and electives.

Student Discipline:

- Communicate with interns concerning behavior of students.
- Enforce the discipline system, complete yellow and red notes as needed, talk and pray with students about the choices they have made, pointing them to the gospel story of redemption.
- Aid students in calming behaviors.
- Communicate with parents about students' behaviors when necessary in collaboration with the program director.

Special Events:

- Plan and oversee all field trips, delegating to the Program Director as needed.
- Plan and oversee special events on site, delegating duties and recruiting volunteers.
- Collaborate with other staff members for all-Thrive events.

Summer Program Oversight:

- Plan and oversee the summer theming, skits/worship, electives, field trips and volunteer coordination.

Secondary Responsibilities include but are not limited to:

Program:

- Assist in the planning and initiating of daily functions for your site's program including both afterschool and summer programs, as delegated by your Program Director.
- Assist in the planning of and leading of intern training, as delegated by your Program Director.
- Supervise activities for your site's program including off site field trips, after school program, and summer program. Take on any roles as delegated by your Program Director.
- Ensure that procedures and policies for operation of the afterschool and summer programs are followed.
- Collaborate with all other staff in program planning, program staff training/shepherding and program evaluation.
- Work with the program director in writing reports on discipline, enrollment and student progress.
- Communicate food needs to the Kitchen Director when applicable.

Vans:

- Assist in van oversight as delegated by your Program Director.

Budget:

- Collaborate in the development and tracking of the budget as it applies to your site's programs in coordination with your Program Director.