

Independent Presbyterian Church

Director-Children's Fresh Air Farm

Independent Presbyterian Church (IPC) of Birmingham, Alabama is seeking a Director to lead its summer learning program and to develop year-round programming for disadvantaged children. Much of the programming is held at the Children's Fresh Air Farm (CFAF), a 35-acre campus located at 501 Park Avenue, Hoover, AL 35226. The Director's office is located at the CFAF.

The Program

The Children's Fresh Air Farm was founded in 1923 to serve disadvantaged children by promoting spiritual and personal growth in a safe, out-of-neighborhood environment. Since that time, the primary objective has remained the same, but the mission has evolved as follows: *to nurture the children in mind, body, and spirit, by offering a program of excellence in academics, enrichment, physical education, and spiritual development.*

In 2010, IPC started a six-week Summer Learning Program (SLP) at the CFAF to address the challenges faced by disadvantaged children, including summer learning loss, nutritional deficiencies, physical safety, and low self-esteem. The program is focused on academics (math and reading) taught by certified teachers and enrichment activities provided by community partners. Enrichment activities include on-site swimming lessons, art, music, drama, and field trips. A full-service dining hall allows for a healthy breakfast and lunch to be served daily. Today the program serves approximately 80 students from the East Lake, Woodlawn, and Kingston areas.

The Position

The Director must be an exceptional leader with the passion, skills and experience needed to ensure the success of the current program and to build on that success to expand this ministry. As outlined in detail in the attached position description, the Director must be both a spiritual and a strategic leader who is willing to work with a number of teams, individuals and community partners to achieve the mission of this ministry. In addition, the Director must be an excellent administrator who ensures the effectiveness of all aspects of this ministry.

Formatted: Tab stops: 0.88", Left

POSITION DESCRIPTION
Children's Fresh Air Farm Director

Independent Presbyterian Church (IPC) owns and operates the Children's Fresh Air Farm (CFAF), 501 Park Avenue, Hoover AL 35226. The Director is responsible for oversight of the programs and operations of the CFAF, including the Summer Learning Program. This position reports to the Director of Community Ministries, who in turn reports to the Senior Pastor of IPC. The Director also serves as a liaison to the CFAF Committee.

DUTIES AND RESPONSIBILITIES

CFAF Administration/Operations

- Supervise CFAF staff, including Administrative Assistant, Educational Outreach Manager, and seasonal staff.
- Plan and coordinate the annual operating budget and reserve fund for CFAF programming with the assistance of the IPC Finance Office; report monthly actual vs. budget variances to CFAF Committee and Director of Finance.
- Assist the IPC Director of Operations and Administration (DOA) and CFAF Committee in the development of an annual capital budget and long-term capital plan for the CFAF property and facilities.
- Manage grant requests and congregational appeals; identify and pursue new grant opportunities.
- Oversee memorial and other contributions and ensure thank you replies for all donations.
- Communicate routine CFAF facility and maintenance needs to the CFAF Maintenance Assistant and/or IPC's DOA.
- Work with IPC's Communications Director and others to effectively communicate CFAF mission to IPC and community stakeholders and regularly update stakeholders on mission accomplishment.
- Ensure compliance with all relevant IPC policies, including human resources policies in the Employee Handbook, the Child and Youth Protection Policy, and finance and operations policies.
- Oversee and coordinate CFAF events calendar for IPC groups as well as community groups using the property.

Programming:

Through the Summer Learning Program (SLP) at the Children's Fresh Air Farm, Independent Presbyterian Church addresses the challenges faced by disadvantaged children, including summer learning loss, nutritional deficiencies, physical safety, and low self-esteem. Our mission is to nurture the children in mind, body, and spirit, by offering a program of excellence in academics, enrichment, physical education, and spiritual development.

Direct the Summer Learning Program

- Review SLP feedback from the previous summer and work with IPC and CFAF leadership, teachers and staff to make meaningful changes in the academic program and enrichment activities and to secure necessary resources to improve the experience for teachers, students, and volunteers.
- Develop detailed logistical plan covering all aspects of the SLP, including transportation, field trips, volunteers, outside resources etc.
- Serve as the spiritual leader of the CFAF and implement the daily Chapel program with a willingness to lead chapel and morning devotions, as well as to participate in all program communal events.
- Determine staffing needs for SLP, both paid and volunteer and assure that appropriate persons are hired, that the staff understands clear expectations, and that the staff is trained and evaluated.
- Plan and manage the selection and enrollment of summer scholars.
- Plan and implement Parent Orientation and Parent Communication.
- Monitor and manage all aspects of SLP program operations including attendance, student testing, evaluations and reports, SLP daily/weekly schedule, discipline, staff payroll, facility needs and safety in an accurate and timely manner.
- Be visible and available throughout the program to listen to concerns of teachers, staff, volunteers, students, and families, and to respond appropriately.
- Manage program assessment and assure ongoing planning for the program.
- Participate in the SAIL (Summer Adventures in Learning) programming offered through the Community Foundation of Greater Birmingham and maintain status as a core leader by consistently providing top quality programming with good outcomes.

Year-Round Programming

- Plan and coordinate occasional Saturday Fun Days for SLP students and alumni at CFAF, evaluate need for a Spring Break Camp and implement if deemed desirable, and coordinate Holiday Meal programs for Summer Learning scholars.
- Collaborate with IPC and community leaders to strategically evaluate and develop opportunities for an expanded year-round ministry with the SLP students and families, with the understanding that some programming may take place in the community served, such as Hayes K-8 School, Kingston JCCEO, IPC or elsewhere.
- Interface with Hayes K-8 School for educational outreach.
- Prepare and manage the year-round budget for CFAF, including working on budgeting for additional programming desired year-round.

EDUCATION, EXPERIENCE AND PERSONAL CHARACTERISTICS

The ideal candidate will have

- Bachelor's Degree preferred, or equivalent experience either in the field of education, non-profit management, or other supervisory experience.
- Understanding, passion and direct experience working with disadvantaged students.

- Ability to manage a summer learning program committed to holistic development (intellectual, physical, emotional, and spiritual) and entrepreneurial mindset to take this ministry to the next level.
- Outgoing, engaging personality, with strong interpersonal and relationship building skills.
- Ability to organize, lead and inspire a mix of paid and volunteer staff in a non-traditional work environment.
- Ability to multi-task, organize and manage a variety of projects, activities and staff in an unstructured environment.
- Strong leadership skills and an understanding that the Director should be viewed both as a member of the team and as the leader of all that goes on at the Children’s Fresh Air Farm and approach that work with energy and enthusiasm.
- Computer literacy, including in Windows and Excel.
- A mature personality and a system of beliefs compatible with IPC’s theology, its approach to community ministries, and the goals of this ministry.

PHYSICAL DEMANDS OF THE POSITION

- Physical stamina and ability to maintain a constant state of alertness to interact with 80 children and CFAF staff over an eight-hour day, including time spent outside during summer months.
- Ability to walk throughout the site of the Children’s Fresh Air Farm, including some rough and uneven terrain.
- Kneeling, crouching, stooping, reaching, standing, sitting, ascending and descending stairs.
- Visual acuity—close and distant vision, color vision, peripheral vision, depth perception, and ability to focus, with or without correction.
- Talking—expressing or exchanging ideas by means of the spoken word.
- Hearing—perceiving the nature of sounds at normal speaking levels, with or without correction.

Applicants will be required to complete IPC employment screening, which requires disclosure of any history of criminal activity and/or sex offense. Upon preliminary selection of a candidate, IPC will conduct a background check, reference checks, and a pre-employment drug screen.

This position description should not be construed to imply that these requirements are the exclusive standards of the position. Director will follow any other instructions and perform any other related duties as may be required.