



INDEPENDENT
PRESBYTERIAN CHURCH

Director of the Children's Fresh Air Farm (CFAF)

Reports to: Associate Pastor of Mission and Outreach

Status: Full Time, Exempt

To apply, please send a cover letter, resume, and three references with contact information to Rev. David Seamon at dseamon@ipc-usa.org.

Principal Mission

Independent Presbyterian Church (IPC) of Birmingham, Alabama is seeking a Director to lead its Children's Fresh Air Farm (CFAF) ministry. Since 1923, its mission is *to nurture economically disadvantaged children in mind, body, and spirit, by offering programs of excellence in academics, enrichment, physical education, and spiritual development.*

The Director must be both a spiritual and a strategic leader who is willing to work with diverse teams, individuals and community partners not only to maintain current programming but to expand this ministry by building on its successes.

Primary Responsibilities and Tasks

Summer Learning Program

In 2010, IPC started a six-week Summer Learning Program (SLP) at the CFAF to address the challenges faced by economically 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 120 elementary and middle school students from the North Avondale, East Lake, and Woodlawn areas.

- Develop a detailed logistical plan covering all aspects of the SLP programming.
- Determine staffing needs for SLP, both paid and volunteer, and ensure that appropriate persons are hired, that the staff is trained and evaluated, and that staff and volunteers understand expectations
- Plan and manage the selection and enrollment of summer scholars.
- Plan and implement Parent Orientation and parent communication.
- Create an atmosphere of trust and concern among students, their families, volunteers and staff.
- Monitor and manage SLP program operations, including attendance, student testing and evaluation, SLP daily/weekly schedule, discipline, and staff payroll.
- Serve as the spiritual leader of the SLP 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.
- Accurately and timely report facility and safety needs to the appropriate persons.

- Review SLP feedback from the previous summer and work with IPC and CFAF leadership and staff to make meaningful changes in the academic program and enrichment activities and to secure necessary resources to improve the experience of students, their families, volunteers, and staff.
- 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.

Community Ministries

- Serve as an integral part of the Community Ministries Team to sustain and further programs and ministries that serve North Avondale students and their families.
- Coordinate with IPC's Social Services Coordinator to offer direct services and support to SLP families and their communities.
- Collaborate with IPC ministries 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, I3 Academy, IPC or elsewhere.
- Partner with the congregation, volunteers, and schools for educational enrichment such as STAIR (Start The Adventure in Reading).
- Collaborate with the ministries of IPC to encourage farm usage for special events.

(CFAF) Administration and Operations

- Plan and coordinate the annual operating budget and reserve fund for CFAF programming with the assistance of the IPC Finance Office; provide budgetary reports to CFAF Committee and Director of Finance.
- Assist the IPC Director of Operations and CFAF Committee in the development of an annual capital budget and long-term capital plan for the CFAF property and facilities.
- Identify and pursue additional revenue streams consistent with the CFAF mission, including new grant opportunities and congregational appeals.
- Work with IPC Director of Finance to ensure proper use and reporting of awarded grant funds.
- Communicate CFAF facility needs to the CFAF Maintenance Assistant and/or IPC's Director of Operations.
- Coordinate with IPC's Director of Operations for property use.
- Work with IPC's Communications Director and others to effectively communicate CFAF mission and accomplishments to IPC and community stakeholders.
- Ensure compliance with all relevant IPC policies (Child & Youth Protection Policy, HR, Finance, Operations, etc).

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 economically disadvantaged students.
- Ability to manage a holistic program and an entrepreneurial mindset to take the 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 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.

Your Team

This person reports to the Associate Pastor of Community Ministries and Outreach and interacts with the IPC Social Services Coordinator, Community Ministries Assistant, Director of Operations and Administration, and all volunteers and members of the IPC congregation and the wider community. This person will serve as the primary Staff Advisor for the CFAF Subcommittee and a Staff Consultant to Community Ministries Committee.

Physical Demands and other information

Provide physical demands such as the following and other information as provided

- Able to walk through the facilities of the CFAF, Church, and Highland Hall.
- Able to lift up to 30 pounds.
- Kneeling, crouching, stooping, reaching, standing, sitting, ascending and descending stairs.
- Visual acuity- close and distant vision 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.
- Ability to work occasional weekends when required.
- Consistent availability to work during summer months and occasional weekends, including Sundays when required.

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 and DMV check, as well as a reference check.

This position description should not be construed to imply that these requirements are the exclusive standards of the position. This position may include other duties and responsibilities as required.

About Independent Presbyterian Church

Independent Presbyterian Church (IPC), located in Birmingham, Alabama, is a member of the Presbyterian Church (U.S.A.) and the Presbytery of Sheppards and Lapsley. We believe God calls us to be a Christian community, actively engaged in transforming lives through our living faith in Jesus Christ and the power of the Holy Spirit. All are welcome and invited to worship here and to discover ways to grow your faith, serve in ministry to others, and build relationships through fellowship. Learn more at ipc-usa.org.

IPC is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national origin, age, disability, genetic information, veteran status, or other protected category under the laws applicable to IPC.