

JOB DESCRIPTION:
Community Writing Center Program Director

WORK SITE/ DEPARTMENT/ADDRESS:

HPU Community Writing Center
Mt. Zion Baptist Church
753 Washington St.
High Point, NC 27260

WORK POSITION TITLE

Program Director

PROGRAM DESCRIPTION

The Community Writing Center at Mount Zion Baptist Church serves children, grades 4-7, with academic support and creative writing programming. Under the direction of Dr. Cara Kozma and Dr. Charmaine Cadeau in partnership with Rev. Frank Thomas, the Center aims to develop creative thinking and writing skills in a fun, inspiring environment. Serving the Washington Street neighborhood, the program includes educational support, physical activity, nutritious food, and mentorship with High Point University service learning students and Bonner Leaders.

SUPERVISOR NAME/ CONTACT INFORMATION (TELEPHONE & EMAIL):

Cara Kozma- 313-618-6202; 336-841-9643; ckozma@highpoint.edu

METHOD OF SUPERVISION:

The Director will report to the program executive directors at the Community Writing Center, Charmaine Cadeau and Cara Kozma.

WORK DUTIES RESPONSIBILITIES:

At the Community Writing Center, the Program Director will oversee daily program operations. The Community Writing Center would expect the Director to:

- Oversee daily operations for the after-school writing program
- Be on site every Tuesday, Wednesday and Thursday that the program operates from 2:30-5:30pm
- Open and close the Community Writing Center during assigned shift, including overseeing setup and cleanup
- Arrange for HPU students to pick up middle school children from Penn-Griffin at 3:45pm each day of programming and walk them to the Center.
- Coordinate daily transportation to and from the Center
- Supervise children during activities, snack time and play.
- Supervise the work of HPU Bonner Leaders who serve as the Program Staff and HPU Service Learning Students
- Work with the AmeriCorps VISTA from HPU to delegate tasks and oversee HPU student volunteers as needed
- Coordinate and attend program field trips

- Build relationships with the children in the program and help facilitate relationship building between children, Bonner Leaders, service learning students.
- Build relationships with the parents of the children who are in the program.
- Keep open communication with supervisors, volunteers, staff, parents, and children.
- Prescribe to the CWC's policies and procedures.
- Maintain participant confidentiality in accordance with program guidelines
- Promote the Center's programs
- Maintain records related to attendance, student achievement, incident reports, etc.
- Coordinate communication between the CWC and its partners – Kirkman Park Elementary School, Penn-Griffin Middle School, and Mt. Zion Baptist Church
- Be punctual and to inform supervisor if they will be late or absent with enough time to ensure proper staffing

SPECIAL QUALIFICATIONS:

- Pass a background check and sign confidentiality agreement
- Have experience working with children in some capacity
- Have experience in leadership in some capacity
- Interest in supporting literacy through fun, engaging activities
- Preference will be given to candidates with experience in education and/or social work with knowledge of the community

PAY RATE: 10/hr and 15 hours a week during the approximately 30 weeks that the program operates September through April.

WORK SCHEDULE (HOURS AND DAYS):

Tuesday, Wednesday, Thursday on-site 2:30-5:30

Hours spent in preparation and logistics are flexible and can be conducted off-site

The Program follows the High Point University and Guilford County Schools Calendars and will not meet on any day that is a holiday, teacher workday, or early release

APPLICATIONS

All inquires and questions can be directed to Dr. Cara Kozma. We request that interested applicants submit a resume and letter of interest to Dr. Cara Kozma at ckozma@highpoint.edu by August 15th.