



# KIDS HOPE USA

## Director Position Description

**PURPOSE:** To develop and sustain a dynamic KIDS HOPE USA program within your church's ministry structure.

**REPORTS TO:** Church pastor

### EXPECTATIONS:

1. The director will be trained by the KIDS HOPE USA national office at the two day director training.
2. The director will participate as an active member of the church staff.
3. The director will be in the school at least two hours per week during the school day, beyond his/her mentoring hour. (For this reason, the Director should not have an 8 – 5 full-time job that would preclude this important time investment in the partnership.)

### RESPONSIBILITIES:

1. Ensure your church honors the “non-negotiable” principles of the program as outlined in the Affiliate Agreement with the KIDS HOPE USA national office.
2. Cast the vision for KIDS HOPE USA and be its keeper at your church. This includes recording and telling the stories of God’s amazing work in the lives of the children and mentors.
3. Lead a well-developed & well-managed school-based mentoring program in your church community.
  - a. Recruit, screen, supervise, and encourage volunteer mentors, substitute mentors and their supporting prayer partners from within your church membership.
  - b. Put in place and maintain adequate administrative infrastructure for a smooth running operation. This includes effective budgeting, appropriate delegation of tasks and accurate record keeping.
  - c. Recruit, supervise and encourage a leadership team that matches members’ giftedness with program needs and complements your leadership.
  - d. Integrate the KIDS HOPE USA program with other church ministries.
  - e. Reply to national office’s annual requests for information in a timely manner. Requests include renewal of affiliation in August, program profile and volunteer list updates in January, and program evaluation in May.
4. Develop a *caring relationship* with your partner school principal. Building a healthy relationship requires the director to be in the school each week to keep the channels of information open, healthy, and two-way.
5. Develop a *caring relationship* with your supervising pastor by informing him/her of the impact and opportunities of the KIDS HOPE USA church-school partnership.
6. Evaluate the KIDS HOPE USA program at your church using required tools from the national office and your own, ongoing review of “lessons learned.”
7. Seek ways to extend the mentor-child relationship to befriend the child’s family.
8. Mentor one child.

### QUALIFICATIONS:

The director is a winsome child of God growing in his or her devotion to Jesus Christ and is an active, respected member of the local church. This person is able to develop positive relationships of trust and respect with members of the church, the neighborhood school, and the larger community. This person’s love for children is self-evident and contagious. He or she has the character, competence, and courage to be an effective leader and is a natural learner.

The director will have demonstrated experience in these areas:

- Volunteer services
- Supervision of personnel
- Program planning and implementation
- Organizational administration
- Outreach to children
- Communication skills
- Computer skills for e-mail and web communication
- Team leadership and participation



# KIDS HOPE USA

## DIRECTOR APPLICATION

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Education/Life Experience/Skill:

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Job History:

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Volunteer Experience:

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Why would you like to work in this position?

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On a scale of 1 (lowest) to 5 (highest), how would your former employers, fellow workers, or friends rate your skills in the following areas:

_____ Administration	_____ Developing church projects
_____ Promoting a cause	_____ Training volunteers
_____ Nurturing volunteers	_____ Writing
_____ Public Speaking	_____ Helping children

Did you read the job description? \_\_\_\_\_ Do you have any comments? \_\_\_\_\_

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What experience with a child (other than your own) has meant the most to you?

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How do you assess yourself and your future goals?

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How effectively do you work with people?

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How do you handle responsibility?

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How do you approach things you can change?

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How do you handle things you cannot change?

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Statement of Faith:

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Are you available to work any of the following hours?

- 8 a.m. – 12 noon
- 12 noon – 2 p.m.
- 1 p.m. – 5 p.m.

ANY ADDITIONAL INFORMATION YOU MAY WISH TO GIVE US?

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# KIDS HOPE USA

## Personal Reference Form for Director Applicants

To be completed & returned by mail OR through telephone interview  
~~CONFIDENTIAL~~

### PART 1: TO BE COMPLETED BY APPLICANT

Name of Applicant \_\_\_\_\_ Name of Reference \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

### PART 2: TO BE COMPLETED BY CHUCH LEADERSHIP

Contact Name \_\_\_\_\_

Church \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Church Telephone ( ) \_\_\_\_\_

*Reminder: Attach to this form a description of the director job description*

### PART 3: TO BE COMPLETED BY REFERENCE

Instructions: The applicant listed above has applied to be a KIDS HOPE USA Director for our church. In order to determine the applicant's suitability for this position, we are asking that you take a few moments to complete and return this reference form to the Church Leadership Contact listed above. Please use an envelope marked "Personal and Confidential." Your cooperation is greatly appreciated.

1. In what capacity do you know the applicant? \_\_\_\_\_

\_\_\_\_\_

2. How long have you known the applicant? \_\_\_\_\_

\_\_\_\_\_

3. On a scale of 1 to 5 (with 1 being a LOW rating and 5 being a HIGH rating), please rate the applicant on each of the following characteristics. If you have insufficient knowledge to comment on a particular characteristic, please note that.

CHARACTERISTICS	RATING					COMMENTS
	1	2	3	4	5	
Ability to work well with others						
Personal motivation and initiative						
Dependability						
Trustworthiness						
Attitude						
Personal follow-through						

4. Based on your knowledge of the applicant's character and background, which of the following best reflects your evaluation of the applicant's suitability as a KIDS HOPE USA Director:

- Highly recommend
- Recommend
- Neutral
- Do not recommend
- Insufficient knowledge to form an opinion

Please provide any additional comments concerning the suitability of this applicant for a position in our ministry below or on a separate sheet.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name and title \_\_\_\_\_

Once completed, please return this form to the Church Leadership Contact noted in Part 2 on the front of this form. Please use an envelope marked *Personal and Confidential*. Thank you for your assistance.

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**FOR OFFICE USE ONLY - Interviewer comments:**