



**JOB POSTING**  
**KIDS CLUB ASSOCIATE DIRECTOR**

Kids Club afterschool program incorporates activities that nurture students physically, academically, spiritually, and emotionally. The Associate Director creates and implements program in alignment with established key components and with a focus on building relationships and supporting the overall well-being of students and their families. The Associate Director provides oversight of Kids Club program through recruiting, training, and leading program staff while also assisting with family education and enrichment opportunities.

**Reports to** Kids Club Director

**NBCM Mission** To share the love of Christ by investing in people

**Summary of Minimum Requirements**

- Bachelor's degree in Education, Ministry, or related field; or, equivalent experience.
- Experience working with children, volunteers, and staff
- Strong relationship-building skills, planning & collaboration
- Proficient in MS Office Suite, especially Excel & One Drive
- Exemplary professional communication
- Highly organized

**Job Status**

Full-Time; Year Round

Salaried; Exempt

**Salary:** \$46,350/yr