



## **Join Our Mission: Assistant Program Director Opportunity**

**Empower Youth. Build Community. Lead With Purpose.**

We're seeking an enthusiastic, compassionate, faithful follower of Jesus Christ for an **Assistant Program Director** position. Join our vibrant team in this full-time role and play a vital part in shaping and delivering youth-focused and community-driven programs year-round.

### What You'll Do

#### **Lead & Coordinate Programs**

- Support summer camps, after-school activities, and enrichment classes (Unconventional hours)
- Manage monthly food and paper product banks
- Facilitate guest speakers, field trips, and peer mentoring initiatives
- Guide volunteers and oversee daily programming logistics

#### **Curriculum & Student Engagement**

- Co-design curriculum for K4–12 and summer leadership camps
- Mentor youth leadership teams and develop student-driven initiatives
- Collect feedback through interviews and surveys to refine programming

#### **Community & Volunteer Relations**

- Build partnerships with local organizations
- Welcome volunteers and guest facilitators with warmth and structure
- Coordinate scheduling and resources for all enrichment sessions

#### **Administrative Support**

- Monitor and order supplies for all age groups
- Track receipts and assist with monthly financial reporting
- Help maintain compliance with accreditation standards like APOST and CCDA

#### **Internal Collaboration**

- Work closely with the Program Director and Executive Director
- Join advisory meetings focused on curriculum and program planning

- Support adult programs including seminars and life-skills classes

#### What You Bring

- Experience in youth ministry, education, social work, or childcare
- Associate or Bachelor's Degree preferred
- Strong organizational and communication skills
- Ability to lead and collaborate with diverse teams
- Genuine passion for youth empowerment and community service

#### Join Our Vision

To learn more about The Center click [HERE](#)

We believe in second chances, everyday acts of resilience, and the power of human connection. If you're looking for meaningful work that makes a tangible difference, we want to hear from you!

#### **Apply Today!**

Send your resume and a short cover letter to [TheCenterMidland.Apply@gmail.com](mailto:TheCenterMidland.Apply@gmail.com)