

## **Associate Director of Programs (Director of Kaleos)**

### **Job Summary**

The Associate Director of programs serves the Program Department by overseeing all ministry initiatives with Kaleos. Kaleos are the called, connected, and committed community leaders that partner with Citikidz to help us achieve our goal to teach train, and transform urban America.

### **Essential Responsibilities**

- Direct the holistic health of Kaleos by executing events, activities, and retreats
- Strategically plan for growth, positive change, and improvement within the program department and Kaleo program including engagement and follow-up
- Solve problems by proposing helpful recommendations and practical suggestions
- Facilitate small group Bible study, community development, team-building exercises, and aid in the spiritual development of others
- Serve Citikidz University as a liaison, advocate, educator, champion, and administrator
- Serve as a representative for Citikidz at conferences, official programs, and other professional events
- Lead Kaleo Summits and retreats each year for Citikidz and Citikidz University

### **Preferred Qualifications**

- Supports the Vision, Mission, and Core Values of SB2W Citikidz
- Ability to efficiently establish priorities and manage program affairs
- Proficient in computer programs, including database management, Microsoft Office, and spreadsheets.
- Excellent written and verbal communication skills
- Strong consensus-building and interpersonal relationship skills
- Ability to move program equipment weighing up to 25 pounds for various events
- Maintains knowledge of a diverse student community's needs and changing demographic trends within that community
- Experience supervising professional and college-level staff
- Experience coaching community, professional, and collegiate athletes.

### **Education and Experience**

- A Bachelor's degree in Psychology, Management, Human Resources, Communications, Community Development, or a related field
- Demonstrates an understanding of leadership development, Christian community development, and systematic theology with an emphasis on Spiritual Formation.
- At least two (2) years of general management and supervisory experience with the ability to teach and train.
- At least two (2) years of camp experience
- Demonstrated ability to work cooperatively as a team member and to work independently.
- Experience working in association with the community churches and missions
- Flexible work schedule with some weekend travel and evening hours required

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