

## Secondary Program Director - Job Description

**JOB TITLE:** Secondary Program Director

**FLSA STATUS:** Fulltime hourly (Non-Exempt)

**SALARY:** \$15.50-\$19.50/hour + on-site housing

**SUPERVISOR:** Executive Director

**CREATED/REVISED:** January 2026

**APPROVED BY:** Executive Director

This is a non-exempt position eligible for overtime compensation in accordance with the Fair Labor Standards Act (FLSA) and Colorado wage and hour laws for all hours worked over 40 hours per week

### ***Position Summary:***

The Secondary Program Director (SPD) will live on-site, fostering the spiritual growth of secondary students while empowering them to grow as students and leaders, and to achieve success in their academics and their transition to a career. The SPD will plan and oversee various after-school programs, summer activities, and family-focused events offered to 150+ school-age children and their families in the Lago Vista Mobile Home Park neighborhood.

This role is dedicated to the holistic development of students, focusing on both spiritual formation and academic success. The SPD creates a safe, engaging environment where youth are given opportunities to encounter Christ and mature in their faith and are empowered and encouraged in their studies.

This community outreach is a unique calling for a person deeply committed to their Christian faith and wanting to work missionally in a low-income, multi-ethnic neighborhood and minister to its children, youth, and their families. The Lago Vista Neighbor (LVN) model is based on the Biblical example of God coming to live among us and serve us with compassion, love, joy, and humility.

### **On-Site Housing:**

On-site housing is provided for the convenience of Lago Vista Neighbor and is governed by a separate housing agreement. Residency on-site does not constitute working time, on-call status, or an expectation of availability outside of scheduled work hours unless expressly authorized and compensated.

### ***Primary Responsibilities:***

#### *Spiritual Formation*

- Lead students in regular prayer, scripture reading, and worship experiences integrated into weekly and summer activities
- Provide spiritual leadership, discipleship, and counsel to youth
- Plan and lead school-year and summer program activities that promote spiritual growth in youth, such as Youth Group, Youth Leadership Teams, and one-on-one Discipleship
- Select/develop and teach curriculum for Bible studies and Christian character development with the Leadership Teams



- Serve as the primary communicator for Youth Group, delivering biblically sound, Gospel-centered teaching relevant to students' lives
- Model a lifestyle of Christian integrity, prayer, worship, the regular reading of scripture, and involvement in a local church-body of believers
- Encourage youth involvement in a local church

### **Other Responsibilities:**

#### *Incarnational Community Engagement*

- Live on-site in the provided trailer home within Lago Vista to build trust, engage the community, and represent the LVN mission faithfully and respectfully within the neighborhood
- Foster relationships of trust with students and their parents
- Communicate with parents/guardians of students to provide updates and address concerns
- Foster strong relationships with local schools, teachers, and other community contacts through regular school visits to Lucille Erwin Middle School and Loveland High School
- Develop outreach strategies to connect with disengaged youth in the community
- Follow up with Lago Vista high school graduates

#### *Mission-Integrated Program Development*

- Plan and lead school-year and summer program activities that serve youth by promoting academic and leadership development, such as Youth Leadership Teams, Tutoring, Graduation & Beyond, and Sports Nights
- Work in partnership with the Elementary Program Director to plan and coordinate the integrated elementary and secondary summer programs
- Enforce behavior guidelines to ensure a positive environment for students
- Organize service opportunities and outreach events that reflect Christ's heart for the community
- Evaluate program success through regular assessments and implement changes as needed to meet student and community needs
- Ensure safety protocols and best practices are in place for all student gatherings and trips
- Capture photos and stories to "tell the story" of LVN with our community
- Participate in LVN events and programs\* (supporting elementary programs where necessary)

#### *Volunteer Coordination*

- Recruit, onboard, and train volunteers to ensure effectiveness of programs
- Regularly communicate with volunteers, coordinate service times, and provide ongoing training and support where necessary
- Maintain accurate volunteer records and ensure compliance with organizational policies

#### *Administrative*

- Collaborate with the Executive Director to hire and supervise part-time staff (All hiring and termination decisions remain subject to the approval of the Executive Director)

- Actively participate in regularly scheduled meetings with the Elementary Program Director and Executive Director to pray, plan, and coordinate programming for the K-12 students
- Administer the LVN Scholarship Program, including tracking eligibility, student engagement, and fund disbursement to post-secondary institutions
- Enter weekly timesheets for yourself and supervised staff
- Create and distribute monthly calendars for families showing all programs and events
- Respond to emails and correspondence in a timely manner

#### *Stewardship of Resources*

- Strive to reflect Christ's care for our neighbors and community by ensuring buildings and exterior grounds are safe, clean, welcoming, and well-maintained
- Keep spending within the program and staff budgets established by the Executive Director, Board of Directors, and Faith Church, and track expenses

#### *Professionalism*

- Demonstrate integrity in your leadership and work
- Be an active, visible, engaging leader
- Maintain confidentiality in a mature way
- Adhere to all established safety policies and procedures
- Strictly adhere to LVN's Child Safety Policy and serve as a mandatory reporter for any suspected child abuse or neglect
- Maintain a flexible full-time schedule that follows the rhythm of the students we serve, shifting between morning administrative planning and late afternoon/evening program leadership (e.g., school-year hours end between 5-7:30pm and summer split-shifts for evening sports outreach)
- Complete other activities as needed to support the goals of LVN

#### ***Qualifications:***

- Has a genuine love for Jesus and a contagious desire to help students know and follow Him
- Demonstrates Biblical character qualities in personal living and relationships with others
- Passionate about helping students grow spiritually, succeed academically, develop as leaders, and pursue their full potential
- Has experience and skills in leading youth, classroom management, organizing programs, and conducting multicultural ministry (experience in youth ministry is a plus)
- Strong leadership - relates well to all ages, excels as a team player, and delegates well
- Excellent interpersonal and communication abilities to work effectively with students, parents, volunteers, and community leaders
- Fluent in reading, writing, and speaking English; beginning or intermediate conversational Spanish is a plus
- Proficiency with basic computer software and digital tools (Google Suite, Microsoft Office, etc.)
- Is aligned with Lago Vista Neighbor's mission and values
- Is a growing disciple of Jesus Christ who is connected to and accountable to a local church



Developing Youth & Supporting Our Community

- Employment is contingent upon successful completion of background checks conducted in compliance with the Fair Credit Reporting Act (FCRA), applicable state laws, and child safety requirements, which may include criminal history, child abuse registry checks where permitted, and driving record verification
- Must possess a valid driver's license, maintain insurability under the organization's auto insurance policy, and successfully complete any required driver safety training, including for operation of a 15-passenger van. Driving is an essential function of this position

### **Work Environment, Physical activity, and Scope:**

- Physical Demands: The role requires a variety of physical activities, including sitting, standing, walking, reaching, and occasionally lifting up to 50 pounds. Must be able to operate basic lawn/snow removal equipment. Reasonable accommodation will be made for individuals with disabilities
- Travel: Some local travel may be required including the ability to safely drive a 15-passenger van
- Work Environment: Varied on-site work environments ranging from office, to classroom, to outside. The environment may be climate controlled or not
- \*Occasional weekend hours or evening hours are required. All hours worked must be accurately recorded, and any overtime must be pre-approved in accordance with Lago Vista Neighbor policy

### **Benefits**

- Paid Time Off (PTO)
- Paid Holidays
- EPC Gold High-Deductible Health Plan
- 403b retirement account
- Optional vision and dental insurance available

Lago Vista Neighbor is a Christian nonprofit organization. As a faith-based employer, we reserve the right to hire employees who share our Christian faith and align with our spiritual mission, as permitted by Title VII of the Civil Rights Act and Colorado law.

Employment with Lago Vista Neighbor is at-will and may be terminated at any time, with or without cause or notice, by either the employee or the organization, subject to applicable law.

**\*\*This job description is not intended to be an exhaustive list of all duties. Employees may perform other related duties as assigned.**

**Deadline to Apply:** We anticipate accepting applications through **February 28, 2026**. The window may be extended if a qualified candidate has not yet been identified. Applications submitted after this date may not be considered.

**To Apply:** Send a resume and cover letter to **[hiring@lagovistaneighbor.org](mailto:hiring@lagovistaneighbor.org)**