



Secondary Program Director

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JOB TITLE: Secondary Program Director

COMPENSATION: \$15.50-\$19.50/hr + housing allowance

SUPERVISOR: Executive Director

HOURS: Fulltime hourly (Non-Exempt)

Position Summary:

The Secondary Program Director (SPD) will live on-site, planning and overseeing numerous 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 academic success and spiritual formation. The SPD creates a safe, engaging environment where youth are empowered and encouraged in their studies as well as given opportunities to encounter Christ and mature in their faith.

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.

We are hiring to fill this position by February 28, 2026.

For more information about Lago Vista Neighbor, go to lagovistaneighbor.org

Essential Responsibilities:

Program Development

- Plan and lead school-year and summer program activities that promote academic, personal, and spiritual development in youth, such as Tutoring, Youth Group, Graduation & Beyond, Youth Leadership Teams, and Sports Nights
- Work in partnership with the Elementary Program Director to plan and coordinate the integrated elementary and secondary summer programs
- Disciple youth who are part of the leadership teams
- Enforce behavior guidelines to ensure a positive environment for students
- Evaluate program success through regular assessments and implement changes as needed to meet student and community needs
- Capture photos and stories to “tell the story” of LVN with our community
- Participate in LVN events and programs*

*Occasional weekend hours required for special events

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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

Community Engagement

- Live onsite in the provided trailer home within Lago Vista to facilitate community, build trust, and participate in neighborhood life
- 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
- Follow up with Lago Vista high school graduates
- Represent LVN and its mission faithfully and respectfully within the community

Administrative

- Collaborate with the Executive Director to hire and supervise part-time staff
- 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.
- Determine and manage program and staff budgets in partnership with the Executive Director, Board of Directors, and Faith Church, and track expenses
- 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

Facilities & Grounds Stewardship

- Maintain "Curb Appeal": Ensure LVN classrooms and exterior grounds are clean, welcoming, and well-maintained.
- Seasonal Upkeep: Perform hands-on grounds maintenance, including snow and ice removal for safety, field watering/seeding/fertilization, and regular trash removal.
- Residential & Program Safety: Oversee the basic upkeep and safety of the residence trailer as well as program areas, coordinating larger repairs with the Executive Director.

Other

- Be an active, visible, engaging leader
- Maintain confidentiality in a mature way
- Adhere to all established safety policies and procedures

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- 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:

- Demonstrates Biblical character qualities in personal living and relationships with others
- Passionate about helping students succeed academically, grow as leaders, and reach 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
- Fluent in reading, writing, and speaking English; beginning or intermediate conversational Spanish preferred (bilingual proficiency is a plus).
- Must pass a background check conducted in compliance with the Fair Credit Reporting Act (FCRA) and state laws
- Proficient in Google Docs, Sheets, Slides, etc. or Microsoft Word, Excel, PowerPoint, etc.
- Is aligned with Lago Vista Neighbor's mission and values
- Is a maturing disciple of Jesus Christ who is connected to and accountable to a local church

Work Environment, Physical activity, and Scope:

- Physical Demands: The role requires a variety of physical activities, including sitting, standing, walking, reaching, and 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.

Commitment and Compensation:

- **40 hours/week schedule** to match availability of the students, with occasional weekend hours
- Pay range: **\$15.50-\$19.50/hour + full housing allowance** for the residential trailer rent
- Paid Time Off: **20 days annually** for vacation or illness (accrued at 13.33 hours per month); plus an additional **9 paid designated holidays**. Time taken off must be determined in collaboration with the Executive Director and in consideration of the school-year calendar and organizational programming.
- Additional benefits: **Health insurance** (HDHP) and **403b retirement account and match**
- Employer is Faith Evangelical Church, Loveland, Colorado, as Fiduciary Agent for LVN

To Apply: Please submit a resume and cover letter to sethr@lagovistaneighbor.org