**Program Director**

**Job Description**

Position: Program Director

Status: Part-Time Permanent Position

Reports To: [Name]

Supervisor: [Name]

**General Function:**

The Program Director is responsible for working in partnership with School Districts, staff, youth and families to develop and oversee Summer and Afterschool Programs.

**Overview:**

* Delivers effective and creative oversight of program development including planning, staffing, training, marketing and budgeting.
* Maintains the highest standards and best practices of the program by ensuring the school district ordinances, program licenses, and compliance requirements are in place.
* Oversees registration and retention of program participants.

**Job Duties:**

* Hires, trains, and supervises site-based staff teams and ensures adherence to key policies.
* Establishes and maintains high-quality, educational and fun program experiences for youth in partnership with site teams.
* Acts as a role model for positive youth development practices, youth voice and choice, and youth-adult partnerships.
* Ensures program quality through frequent program observation and assessment.
* Assesses program needs and develops solutions in coordination with team members.
* Supports program model documentation and program evaluation efforts.
* Establishes and maintains strong partnership relationships with school and district staff, parents, and community members.
* Acts as a liaison and advocate for program in community relationships.
* Implements marketing and community outreach efforts.
* Represents program on relevant work groups, task forces, and community groups.
* Proactively supports development of program expansion opportunities.
* Develops and maintains successful school district relationships.
* Manages all program and administrative functions.
* Provides regular communication and information to the Management Team related to program, policy & strategy, successes & challenges.
* Manages budget and annual program plans to include regular analysis and projections to ensure organizational success, conservative stewardship of resources, mission and impact.
* Carefully monitors and oversees program financial activities to ensure mission-alignment, appropriate usage, efficiency, and sustainability.
* Ensures program is of the highest quality and built on best practices.
* Through careful quality assessment and evaluation, assesses program impact and outcomes annually; ensures a culture of continuous improvement within program team.
* Attracts and retains the highest quality staff and volunteers.
* Maintains punctual, regular and predictable attendance.
* Works collaboratively in a team environment with a spirit of cooperation.
* Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with coworkers, volunteers, parents, and contractors; including the ability to communicate effectively and remain calm and courteous under pressure.
* Respectfully takes direction from supervisor.
* Other duties as assigned.

**Supervisory Responsibilities:**

Supervises all program staff. Carries out supervisory responsibilities in accordance with the school district's policies. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Soft Skills:**

* Open to receiving feedback and making on-going program adjustments.
* Ability to prioritize multiple tasks, manages time and stress levels, and proactively solve problems.
* Culturally responsive with a passion for developing youth to achieve their full potential.
* Ability to lead and motivate others.
* Ability to collaborate as part of a team.
* High level of professionalism, creativity, energy, organization, self-motivation, empathy, and patience.
* Be a positive role model for youth and adults at all times.
* Maintain integrity by following through on responsibility and by accepting and abiding by decisions regarding program and policy in a positive manner.
* Ability to work under pressure and maintain a positive attitude.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Bachelor’s degree required; Master's degree preferred; at least three years related experience and/or training; or equivalent combination of education and experience. Three to five years supervisory experience is strongly preferred.