

Job Description

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| POSITION TITLE: | Program Director |
| REPORTS TO: | Executive Director |
| STATUS: | Exempt |
| POSITIONS SUPERVISED: | Program Staff |
| SALARY GRADE: | On file |

PURPOSE: Leads the program team to achieve strategic goals through supervision of a diverse and dynamic staff group including hiring, training, coaching, and support. Ensures the delivery of high-quality youth development programming. Oversees all aspects of evaluation and reporting including grant management, budget and financial reporting, and outcome and impact assessments. Represents Camp Fire as a member of the leadership team to all stakeholders including the Board of Directors, community partners, and funders.

ESSENTIAL FUNCTIONS:

- Creates a strategy for and manages all aspects of the council's in- and out-of-school time clubs and youth leadership programs for pre-school through 12th grade, including outcome measurement and other program evaluation
- Upholds organizational commitment to diversity and inclusion, supervising special initiative programs designed for underserved populations such as Hispanic families, LGBTQ+ youth, and other at-risk children
- Oversees program delivery staff in the development and implementation of work plans with accountability measures; monitors progress toward meeting organizational and departmental goals, recognizes and celebrates achievement
- Responsible for ensuring child safety and crisis management procedures and policies are adequate, enforced, and consistently practiced at all times
- Designs, delivers, and coordinates trainings for all program and council staff to meet the identified needs of onboarding and ongoing leaders in the areas of youth development, program and curricula specifics, leadership, and group management, as well as evaluation, documentation, and organization of members
- Promotes professionalism and a philosophy of strong customer satisfaction among program delivery staff; ensures that program partners, volunteers, and other recipients of service have opportunities for participation in program decision-making; fosters sensitivity to needs of volunteers, parents, and youth; models flexibility in dealing with individuals
- Supervises program managers in recruiting, interviewing, screening, hiring, supervising, and managing of program delivery staff, including AmeriCorps Members and volunteers
- Works with board of directors, executive director, leadership team, and program staff in establishing goals and objectives for serving children, youth, and families with Camp Fire programs; serves as the staff liaison to the Youth Development Activities Committee (YDAC) of the board
- Develops, manages, and evaluates community partnerships and collaborations with a variety of other agencies, organizations and groups to extend Camp Fire Green Country's reach and ensure children and families receive maximum benefit of programs
- Directs all aspects of evaluation and reporting including grant management, budget and financial reporting, and outcome and impact assessments; assists in development of funding proposals; ensures compliance to all funding and grant requirements in programming; meets all internal and external deadlines for required reports including grant submissions, presentations, and data collections for Camp Fire National Headquarters; conducts analysis and implements plans based on understanding of data and findings; prepares and monitors budgets for all program activities
- Promotes Camp Fire programs through media and speaking engagements, as requested

OTHER FUNCTIONS:

- Keeps abreast of trends in youth development, including state and national funding programs, opportunities for collaboration, and best practices
- Participates in national, regional, and local training for youth development professionals
- Participates in program delivery team, leadership team, and staff meetings
- Performs other tasks as assigned

DESIRED QUALIFICATIONS:

- Education, training, knowledge – Master’s degree in social sciences, communication, education, or youth-related discipline preferred; knowledge of youth development systems, prevention, and general culture of northeastern Oklahoma; good understanding of non-profit operations, organizational group dynamics, planning and outcome measurement concepts; computer proficiency in word processing, spreadsheets, and simple graphic design (Microsoft Outlook, Word, and Excel); bilingual (Spanish/English) a plus
- Professional skills – demonstrated ability to communicate effectively in writing and speaking; high degree of comfort with public speaking; commitment to excellence in customer service delivery; organized; able to be held accountable for meeting high performance standards related program development and effectiveness; ability to prioritize and handle multiple tasks; ability to motivate and support others; willingness to engage in difficult conversations with a goal of maintaining and improving relationships
- Personal characteristics – committed to working as part of a diverse and inclusive team; willingness to try new ideas and methods; flexible; calm and courteous under stress, and able to deal with a variety of people; enjoys challenge and change; able to balance and prioritize multiple tasks and duties; possesses constructive conflict resolution skills; resilient, able to bounce back from failure and disappointment; dependable and punctual; uses personal initiative and acts pro-actively in the best interest of the council
- Other – ability to work in excess of 40 hours per week on occasion, some evenings and weekends; available for occasional overnight travel; able to drive 15 passenger van; physical ability to carry and move objects weighing up to 50 pounds; able to reach, stoop, climb, kneel, and move freely in such locations as outdoor camping sites and storage areas

REQUIREMENTS:

- Bachelor’s Degree
- Three to five years relevant work experience
- Management experience required
- Attendance at 1-3 council events per month on weekends or evenings
- Able to meet Council employment requirements including acceptable outcomes on background and reference checks, personal auto insurance verification and acceptance by Council auto insurance (must be at least 21 years of age)