



Job Description

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

PURPOSE: Works as part of the Leadership Team to guide 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 through school and community partnerships. 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:

- Oversees a team of Program Managers and AmeriCorps Members in the development and implementation of work plans with accountability measures; monitors progress toward meeting organizational and departmental goals, recognizes and celebrates achievement
- 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
- Implements 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
- 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
- Supports 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
- 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
- Responsible for ensuring child safety and crisis management procedures and policies are adequate, enforced, and consistently practiced at all times
- Assists with the design, delivery, and coordination of 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 customer satisfaction among program delivery staff; ensures that program partners, volunteers, and 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, and managing program delivery staff, including AmeriCorps Members and volunteers
- 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:

- Master's degree in social sciences, communication, education, or youth-related discipline
- Established success in creation, delivery, and coordination of youth development programming and adult training
- Expertise in organizational group dynamics with positive experience in recruiting, managing, supervising, and working with employees and volunteers
- Proficiency with project management, execution, and tracking
- Demonstrated competence interacting with diverse groups of youth
- Exhibited ability to communicate effectively in writing and speaking; high degree of comfort with public speaking
- Able to be held accountable for meeting high performance goals; willing to be cross-trained in other program delivery aspects
- Possess constructive conflict resolution skills and have a willingness to engage in difficult conversations with a goal of maintaining and improving relationships
- Solid foundation with evaluation and outcome measurement concepts
- Ability to motivate and support others.
- Knowledge of local youth development systems, community services, nonprofit operations, and general culture of northeastern Oklahoma
- Able to drive 15 passenger van
- Computer proficiency including Microsoft Office Suite
- Personal characteristics – self-motivated; well organized; willingness to try new ideas and methods; demonstrated flexibility; ability to remain calm and courteous under stress; enjoys challenge and change; able to balance and prioritize multiple tasks and duties; resilient; dependable and punctual; commitment to excellence in service delivery; uses personal initiative and acts pro-actively in the best interest of the council.
- Knowledge of or familiarity with AmeriCorps service grants
- Bilingual (Spanish/English) a plus

REQUIREMENTS:

- Committed to working as part of a diverse and inclusive team
- Bachelor's degree in relevant discipline, such as: human service field, social sciences, gender studies, social justice, education or youth-related field of study or equivalent minimum of at least two years relevant work experience in youth development, behavioral health, education and/or developing, managing, and evaluating youth development programming
- Three to five years relevant work experience
- Management experience required
- Attendance at 1-3 council events per month on weekends or evenings
- Ability to work in excess of 40 hours per week, some evenings & weekends; available for occasional overnight travel
- Able to carry and move objects weighing up to 40 pounds; able to reach, stoop, climb, kneel, and move freely in such locations as outdoor camping sites and storage areas
- 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)