

## Program Director

**Status:** part time, hourly

**Position summary:**

The program director works as a team member with a focus on assuring that all sponsored programs, camps, in customer service are achieved.

**program director job responsibilities:**

**1) team member**

- a. Work as a team member with responsibility too:
  - i. work with the team with respect, honesty, and full communication
  - ii. participate in staff meetings
  - iii. provide regular reports to the Executive Director and/or the board
  - iv. participate in annual evaluations of team and self
  - v. collaborate in weekend and holiday coverage
  - vi. meet deadlines as determined by the Executive Director, team, or board

**2) Programs and service management**

- a. for proper program service in the area of summer residential camp, summer day camp, nature explore classroom, challenge course and initiatives, children's garden, and our sacred space sponsored retreats:
  - i. acquire, develop, or modify curriculum/activity plan in accordance with goals and outcomes with approval of the Executive Director
  - ii. develop pricing and packaging, with approval of the Executive Director
  - iii. coordinate with Executive Director for:
    1. event dates
    2. Event activities
    3. food service
    4. facility set up
  - iv. recruit, hire/fire, in supervised program staff, compensation as approved by the board
  - v. recruit volunteer leadership and staff
  - vi. train volunteer in paid program staff
  - vii. monitor safety and all procedures as they pertain to the complete supervision of all participants, guests, and staff
  - viii. greet program participants in coordinate registration, including communicating with parents and documentation
  - ix. supervised health services-recruit staff/volunteers, monitor procedures
  - x. Supervise program events at level determined by program leadership plans
  - xi. market programs
  - xii. evaluate programs, including follow-up evaluation with event participants
  - xiii. oversee challenge course in initiatives equipment development and maintenance

**3) Other duties as assigned**

- a. Our sacred space is dedicated to providing safety, fiscal responsibility, environmental stewardship, and sacred space for all who participate in our organization and its programs. To ensure these outcomes, the board may assign duties to staff other than those noted here. In addition, the Board and Staff are expected to assist each other in the execution of job duties in the interest of the organization's goals.

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**4) Additional position requirements:**

- a. maintain effective relationships with participants, guests, staff, volunteers, and local community
- b. maintain the philosophical and programmatic integrity of the organization
- c. Maintain organizational commitment to creating sacred space in programming, supervision, and activities
- d. Ability to simultaneously manage a number of projects in initiatives
- e. good organizational skills (work methodically, accurately, and neatly)
- f. desire to show initiative

**5) Qualifications:**

- a. Experience in program development and personal management
- b. ability to develop, initiate, and maintain proper records
- c. good oral, written, and interpersonal communication skills
- d. successful experience in teamwork and collaboration
- e. experience and staff supervision, development, and training
- f. proof of valid driver's license, acceptable driving record, an auto insurance required; or ability to use alternate transportation
- g. Satisfy all background checks.
- h. participate and follow the drug and alcohol policy

**6) Compensation:**

- a. payment compensation based on experience
- b. employee health insurance provided by employer (if full time)
- c. workers compensation insurance provided by employer

PTO (if full time)