



JOB DESCRIPTION

TITLE: Program Director
REPORTS TO: Executive Director
POSITION: Full Time - \$20-\$22/hr

PRIMARY FUNCTION:

Responsible for overseeing the planning, development, implementation, and evaluation of a specific program for youth participating in after-school and summer programming at Bigfork ACES. The site coordinator also provides leadership and supervision to assigned program staff and volunteers and manages monthly program budgets and controls expenses as assigned. This position may be combined with administrative assistant to make full-time work.

KEY ROLES (Essential Job Responsibilities):

- Oversee and give direction to ensure the effective operation and delivery of programs within the program and community.
- Be the main point of contact during program hours.
- Support the organization's mission and principles.
- Ensure an environment that facilitates the achievement of youth development outcomes.
- Ensure the establishment of and adherence to policies and procedures as laid out in the employee and parent handbooks.
- Identify and support training and development opportunities for assigned staff and volunteers. Lead the PAX program.
- Oversee the provision of day-to-day program activities in accordance with established standards and goals related to grants.
- Demonstrate leadership to assure the conduct, safety, and development of ACES students.
- Allocate and monitor work assigned to program volunteers and staff, providing ongoing feedback and regular appraisal.
- Oversee proper record-keeping through our online portal. Including activities and events conducted, notable achievements, and problems/issues.
- Produce a weekly informational newsletter for parents and constituents.
- May oversee special programs and/or events, and/or participate in the implementation of additional activities as necessary.

- Ensure that all program leaders have a weekly plan of activities at least 5 days in advance.
- Support and participate in fundraising and community events that involve ACES.

ADDITIONAL RESPONSIBILITIES:

- Required to drive a Program vehicle. (15-seat van - no CDL required).
- May handle money and take member payments.
- May be tasked to help with food program data.
- May be tasked with collecting data and reporting for Federal grants.
- Maintain Procure, student enrollment, and parent communications.
- Prepare monthly site coordinator reports for Executive Director
- May be assigned special projects periodically by the Executive Director.
- Other duties as assigned.

SKILLS/KNOWLEDGE REQUIRED:

- Ability to supervise and motivate staff
- Experience in managing programs or operations in a non-profit agency, after-school, or summer camp program with at least one year in a leadership capacity; or an equivalent combination of experience.
- Thorough knowledge of the mission, objectives, policies, programs, and procedures of Bigfork ACES programs.
- Ability to organize, direct, plan, and coordinate operations.
- Leadership skills, including negotiation, problem-solving, decision-making, and delegation.
- Strong communication skills, both oral and written.
- Ability to establish and maintain effective working relationships with the executive director, staff, community groups, and other related agencies.
- Available to periodically take a group of students in the case of staff shortages.

PREFERRED REQUIREMENTS:

- CPR and First Aid Certifications
- Must pass a required criminal background check
- Must have a valid driver's license
- OST (Out-of-School-Time) Certification
- Knowledge of local community
- Experience with 21st CCLC grants



PHYSICAL DEMANDS:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk and stand for extended periods of time. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. The employee is required to drive a vehicle for extended periods of time. Specific vision abilities required by this job include depth perception. The employee is required to sit for periods of time to perform functions on the computer.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, and extreme cold. The noise level in the work environment is usually moderate.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

It is the policy of Bigfork ACES programs to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.