



of Westchester County

## **Program Director Job Description**

The Program Director position requires the ability to effectively plan, organize, and coordinate the development of programs and events in alignment with GIWC overall mission. In addition, working with the team to implement strategies that have a high impact on the girls being served and support the training of program facilitators. The Program Director is a full-time position, who reports directly to the Executive Director. The position requires travel and after hours and weekend programming.

Goals and Responsibilities:

The Program Director will understand, embrace, and execute the mission and vision of Girls Inc. Experience, grounded in youth development principles, by leading the Westchester County affiliates in:

1. Program Strategy and Fund Development
2. Staff Development and Management
3. Program Management
4. Data Management and Outcome Driven Evaluation
5. Technology/Social Media/Communications

Below are the current and primary goals but as in any position these are fluid and will evolve as the program grows.

Program Strategy and Fund Development

- Develop a Program Strategy that fits with National and GIWC Strategic Plans
  - Provide strategic direction on how to provide activities or events to engage and increase the number of girls being served
  - Track the number of girls in the program and course correcting in with the assistance of the Executive Director and Director of Development
  - Coordinate with Development Director on expansion of school districts and/or community organizations based upon budget availability in determining appropriate new schools and community organizations
- Provide strategic planning for the program department based on growth and trends (i.e., projecting the need for a Program Manager, providing a projection for number of facilitators, proactive hiring strategies, etc.) for multi-year budgeting purposes.

- Work collaboratively with Development Director in aspects of grant reporting and adhering to grant requirements

#### Staff Development and Management

- Recruit, hire and train qualified facilitators as needed and as budget dictates
- Develop goals and objectives for facilitators using GIWC Strategic Plan; continually monitor and provide feedback to each facilitator
- Conduct annual performance reviews of each facilitator and set goals and objectives for performance standards including, but not limited to:
  - Creating a binder for each school, which includes attendance sheets, weekly lesson plans, surveys (pre/post), and weekly notes.
  - Entering accurate data into Compass 360
- Attend the first 2 sessions of a new facilitator. Attend once a month, if more needed, GI sessions with facilitators and girls
- Conduct weekly program staff meetings and/or staff development
- Provide new hire paperwork. Submit completed paperwork to Executive Director to process
- Monitor facilitator's timesheets and expenses for reimbursement
- Update Program Delivery spreadsheet on a biweekly basis

#### Program Management

- Provide timely monthly reports to Executive Director and Development Director on or before due date
- Provide timely reports to Development Director for funder reporting on or before due date
- Order, organize, and maintain program supplies and equipment
- Develop, manage, and oversee program MOUs and other contracts to ensure that GIWC staff and site is meeting agreed contract
- Meet with Principal and/or school personnel at least twice a year, including pre-programming meetings at the start of the school year/semester Create and maintain program schedule and file folder/binder of curriculum and lesson plans by grade level for facilitators and sites
- Review all grant funding programming, grant reporting deadlines, and adhering to grant requirements

- Plan and organize annual events such as Leadership Council, Leadership Summit, College Shower
- Provide accurate and updated information for GIWC recruitment materials and webpage to Development Director

#### Data Management and Outcome Driven Evaluations

- Manage and oversee the data collection and reporting for Compass 360
- Manage and oversee the data collection and timely reporting for grant and contract compliance
- Understand and conduct the SSBOMS and prepare for Executive Director, Board and/or National to show how our programs are impacting the girls we serve

#### Technology/Social Media/Communication

- Be proficient in the following:
  - Social media platforms (i.e., Facebook/Facebook Live, Instagram, Twitter, etc.)
  - Microsoft Office (i.e., Word, Excel (including spreadsheet creation and recordkeeping), PowerPoint)
  - Zoom (breakout rooms and multi-site coordination)
  - Google Office Suite (google drive, meeting, pages, etc.)
  - Canva
  - Compass 360
  - Word press

#### Additional Responsibilities

- Outreach and Recruitment
  - Host and attend information sessions with current partners and potential site/community partners to showcase Girls Inc.
  - Seek site/community partners to support/enhance the GI Experience and other events/programs
  - Periodically meet with parents to explain the GI Experience, programs, events, opportunities, and surveys
- Participate in meetings, trainings, and conferences to further professional development
- Keep Executive Director informed of problems, concerns, incidents, needs, and trends
- Complete all paperwork related to administrative responsibilities in a timely manner

- Act as a back-up as needed for programming at partner sites

Qualifications:

- Master's degree preferred. Bachelor's degree required with focus in education, social work, psychology, sociology and/or child development.
- Minimum three years of demonstrated successful experience in program development and curriculum development for elementary to high school youth
- Ability to supervise, motivate, cultivate, train and evaluate program staff.
- Excellent interpersonal, written and oral communication skills with ability to receive, consolidate and provide feedback in a constructive way.
- Effective problem solving and conflict resolution skills with girls and adults.
- Knowledge of and interest in youth development, gender equity, social justice, cultural issues, and community engagement
- Ability to respond appropriately in emergency/crisis situations and serve as mandatory reporter.
- Experience and fluidity in the most current technology and online meeting platforms ie Zoom, Google Meet, etc.
- Experience with managing databases (i.e., Compass 360)
- Ability to build relationships and interface with persons from a variety of backgrounds.
- Demonstrated ability to identify short-term and long-term program needs and develop relevant programs.
- Ability to work a flexible schedule, including some nights and weekends, when needed.
- Must commit to the position for a minimum of two years.
- Ensure that the program adheres to any organizational or grant requirements.
- Experience with developing and managing program budgets
- Has prior experience in strategic planning, program development, and operations.
- Must be detail oriented with the ability to multitask under pressure.
- Ability to work nights and weekends
- A current valid driver's license

Interested parties are asked to e-mail a resume, cover letter, and list of professional references to [ssmithrodriguez@girlsincwestchester.org](mailto:ssmithrodriguez@girlsincwestchester.org). Applications will be accepted until the position is filled. E-mail submissions are preferred. Any questions may be directed to the Executive Director at [ssmithrodriguez@girlsincwestchester.org](mailto:ssmithrodriguez@girlsincwestchester.org)