



Job Title: Program Director, Summer Day Camp/ACHIEVE Schedule: Full-Time

Job Type: Exempt, Supervisory Position

Pay Range: \$35,000-\$43,000

Reports To: Executive Director

Revision Date: February 2024

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## POSITION SUMMARY

This position is responsible for developing and implementing the Summer Day Camp (SDC) program and Academic Counseling and Help Increasing Educational Victories Everyday (ACHIEVE) program. As a trauma-informed organization, we empower girls to grow courageous, strong, and self-sufficient. We inspire our girls to celebrate themselves—their minds, their hearts, and their physical well-being. Responsibilities include program development, partnership development, volunteer coordination, fundraising, board support, and general program support.

## PROGRAM DEVELOPMENT AND IMPLEMENTATION

- Develop innovative and progressive programs by defining and implementing components involving, but not limited to, identifying goals, objectives, procedures, and activities, schedules, facilities and transportation, maintain equipment and supplies, and recruit, hire, and supervise team members and volunteers. Programs may be reviewed by the Executive Director and Programs Committee.
- Ensure compliance with oversight bodies' (e.g., Department of Children and Families, Early Learning Coalition) rules and regulations including staff training, ratio compliance, and health and safety standards.
- Promote programs and recruitment of participants through coordinated public relations efforts
- Complete relevant trainings and review of resources for Social Emotional Learning (SEL) in Out of School Time Programs; train and mentor team in integration of lessons in weekly SEL groups and daily activities
- Provide consultation about strategies to support our higher needs children in the classroom environment
- Engage parents through workshops, check-ins, and provide them with educational materials as needed
- Research and oversee the use of assessment and evaluation tools for measuring program outcomes
- Conduct annual program evaluations to ensure that programs are relevant, have met the needs of girls and families, and met the expectations of funders
- Maintain data required for grant reporting for each program; complete reports as needed
- Develop, update, and revise program documentation as needed
- Along with the Executive Director, diversify funding sources to support programs (e.g. grants, donations)
- Control expenditures under an operating budget previously approved by the Board of Directors

## PARTNERSHIP DEVELOPMENT

- Develop and maintain positive partnerships with parents, community leaders, educational leaders, and community-based organizations for program development and volunteer recruitment
- Participate in community meetings to expand opportunities for Girls Place and be knowledgeable about trends, issues, and solutions regarding children in the Gainesville community
- Collaborate with Program Directors to incorporate social and emotional learning and athletics into programming; ensure smooth transition between SDC and After School programs
- Connect with schools and teachers to support our families (e.g. open communication, homework completion, IEP and 504 meetings)

## GENERAL JOB FUNCTIONS

- Support general office duties including answering the phone, checking girls in, and assisting families and visitors
- Participate in meetings to facilitate open communication and to share ideas and concerns (e.g. Team meetings, board meetings, committee meetings)
- Work with other team members to achieve Girls Place goals and objectives
- Develop and deliver professional development as needed
- Assist with writing the GP newsletter/informational emails to families
- Participate in periodic performance assessment, develop individual goals and objectives
- Participate in professional development trainings and opportunities at least once a year
- Positively represent Girls Place in internal and external settings including agency fairs, presentations, and fundraising events
- Support other Girls Place programs as needed

- Other duties as assigned

#### **RESPONSIBILITIES WHEN INTERACTING WITH CHILDREN**

- Model House Rules and promote a positive environment for girls
- Ensure a safe, nurturing environment for all girls
- Manage behaviors with a trauma-informed lens and resolve conflict using restorative justice techniques
- Communicate professionally and frequently with parents regarding children

#### **MINIMUM REQUIREMENTS**

- Successfully pass Level II FDLE Department of Children and Families Background Screening
- Previous experience supervising a team
- Bachelor's Degree in related field or equivalent work experience in related field
- Experience working with school-age children and their families (minimum 1 year) and experience in an academic setting
- Ability to work in a fast-paced environment
- Highly flexible and able to work autonomously
- Valid Florida Driver's License and ability to pass a physical examination to drive Girls Place vehicles
- Complete requirements for a licensed childcare facility: 12-hour Department of Early Learning prior to employment, 40 hours of Department of Children and Families within 8 months of employment

#### **PREFERRED QUALIFICATIONS**

- Experience with volunteer recruitment and supervision
- Certification Required: CPR & First Aid, or willingness to obtain upon hire
- Knowledge about the effects of trauma on children and families and committed to using a trauma-informed lens with children and families
- Strong collaborative leadership style
- Ability to understand and apply applicable rules, regulations, policies, and procedures
- Ability to make independent decisions within set parameters

#### **PHYSICAL CHARACTERISTICS**

- Ability to sit and stand for short and/or extended periods of time
- Ability to safely respond to emergency situations
- Visual and auditory ability to identify and respond to environmental and other hazards
- Ability to push, pull, lift, and carry up to 50 pounds

#### **OTHER CHARACTERISTICS**

- The employee is required to wear a uniform furnished by Girls Place in compliance with the staff manual
- Flexibility to adjust schedule may be required depending on the demands of the position and/or organizational needs
- Consistent use of a computer and software that includes word, excel, Canva, Procare (i.e., reports, training, etc.)
- Occasional use of outdoor equipment (i.e., leaf blower, pressure washer, hose, etc.)

#### **PROFESSIONAL EXPECTATIONS**

*The employee will present a competent and positive image of Girls Place through the professional and safe coordination of all programming. In addition, all staff are expected to meet the professional expectations as listed below:*

- Work effectively with people of diverse backgrounds, abilities, opinions, and perceptions
- Demonstrate a strong commitment to protecting confidential information as described in the staff manual and confidentiality agreement
- Demonstrate a desire and willingness to learn in a team-oriented environment
- Demonstrate a strong work ethic by being dependable, productive, and displaying an elevated level of professionalism