



2101 NW 39<sup>th</sup> Avenue  
Gainesville, FL 32605  
(352) 373-4475

Job Title: Program Director, Summer Day Camp/ACHIEVE

Schedule: Full-Time

Job Type: Exempt, Supervisory Position

Pay Range: \$45,000-50,000

Reports To: Executive Director

Revision Date: March 2025

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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. Responsibilities include program development, assessment, academic intervention, partnership development, volunteer coordination, fundraising, board support, and general program support.

## PROGRAM DEVELOPMENT AND IMPLEMENTATION

- Ensure a safe, structured, and positive environment for participants, staff and volunteers
- Design engaging and dynamic curriculum for Summer Day Camp, ensuring activities are age-appropriate, inclusive, and aligned with Girls Place's mission
- Develop and refine structured daily schedules that balance enrichment, recreation, and social and emotional learning
- Implement a structured process to identify academically struggling students, assess their individual needs, and create tailored intervention plans to support their success
- Oversee and support ACHIEVE staff in delivering targeted academic interventions, ensuring strategies aligning with best practices in tutoring, literacy development, and social and emotional learning.
- Engage parents through workshops, check-ins, and provide them with educational materials
- Recruit, hire, train, and supervise team members and volunteers in the ACHIEVE and Summer Day Camp program
- Conduct program evaluations and make data-driven adjustments to improve program effectiveness
- Maintain data required for grant reporting and complete reports
- 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 recruit participants and volunteers through coordinated public relations efforts
- Provide consultation and strategies to support children with higher needs
- Diversify funding sources to support Girls Place programs (e.g. grants, donations)
- Control program expenditures under an operating budget 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 Summer Day Camp and After School programs
- Connect with schools and teachers to support girls and 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 organizational goals and objectives
- Develop and deliver professional development to staff that may include supporting academic success, Social and Emotional Learning, classroom management, and developmentally appropriate activities
- Develop, update, and revise program documentation

- Contribute to the Girls Place newsletter/informational emails to families
- Participate regularly in professional development training opportunities and periodic performance assessments
- Positively represent Girls Place in internal and external settings (e.g. agency fairs, community meetings, 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 staff
- 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)
- Experience working in an academic setting with children (minimum 1 year)
- Ability to adapt and manage multiple moving parts in a dynamic and ever-changing 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 training prior to employment, 40 hours of Department of Children and Families training within 8 months of employment

#### **PREFERRED QUALIFICATIONS**

- Bachelor's Degree or higher in Education or equivalent work experience in related field
- Experience supervising staff and volunteers in a dynamic and ever-changing environment
- 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 commitment 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 weekly schedule depending on the demands of the position and/or organizational needs

- Consistent use of a computer and software that includes word, excel, Canva, Procure (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

**REASONABLE ACCOMODATIONS**

*The characteristics described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions herein.*

	<i>I <b>do not</b> need any reasonable accommodation to complete my work as described above.</i>
	<i>I <b>do</b> need reasonable accommodation to complete my work as described above. (Attach description of accommodations)</i>

**AFFIRMATION**

- I agree to be held accountable for my actions and to hold co-workers accountable to create a responsible and productive work environment.
- I recognize that providing and supporting quality client services is the priority.
- I recognize that my actions, attitude, and involvement should positively impact the experience of every donor, sponsor, family, staff member, and child.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with Girls Place.

\_\_\_\_\_  
**EMPLOYEE’S NAME (Print)**

\_\_\_\_\_  
**SUPERVISOR’S NAME (Print)**

\_\_\_\_\_  
**EMPLOYEE’S SIGNATURE**

\_\_\_\_\_  
**SUPERVISOR’S SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**