



GIRLS INCORPORATED OF MERIDEN

Position: PROGRAM DIRECTOR
Hired by: Executive Director
Responsible to: Executive Director
Supervises: Administrative and Program Staff
Primary Responsibility:

The Program Director shall provide professional leadership in making the agency effective in carrying out the mission, policies and goals of the organization. The Program Director shall develop, manage, supervise and evaluate all program initiatives and facility needs of Girls Incorporated of Meriden. Must be willing to be hands on with all functions of programming.

The Program Director shall possess good interpersonal, written, and oral communication skills, have the ability to motivate and lead a team, be energetic, positive, have genuine commitment to working with children, and able to work a flexible schedule. The Program Director shall be a self starter, creative, a problem solver, be able to multi-task and able to work under pressure.

Principal Responsibilities:

Program Planning, Management and Budget:

- Ensures that all programs and their implementation reflect the mission of the agency and the strategic direction.
- Administers programs, both directly and through staff and volunteers.
- Works with the Executive Director, management team, and all program staff and volunteers to develop effective program strategies and to implement goals/outcomes within the framework of the organization's policies and budget.
- Encourages agency staff and program volunteers to be creative and innovative.
- Inspires and motivates them to explore new and different approaches and resources to keep programs flexible and responsive so that the needs of girls are met most effectively.
- Recruits and supervises all program staff and volunteers in collaboration with the Executive Director.
- Trains and supports program staff and volunteers or sees that they receive training and/or developmental opportunities as needed. Periodically assesses their work with them as needed. Recognizes their efforts.

- Recruits membership through the local school systems, community, events etc.
- Executes a marketing strategy that keeps the organization in the forefront of the community as the premiere all girl environment.
- Interacts with parents and members to promote programs and keep them up to date on agency projects and events. Interprets the agency goals to them.
- Purchases and keeps adequate supplies for programs and general facility use.

Program Assessment and Evaluation:

- Assess overall program effectiveness; must possess a basic understanding of program outcome measurements and the ability to manage, implement and record outcomes.
- Ensures all program data and statistics are accurately reported to the Executive Director.
- Collaborates with Executive Director in developing program grant requests and evaluations. Must have the ability to manage and track grants, document program outcomes and complete grant requests/reports.

Capacity Building:

- Recruits new members using creativity and innovative ideas to continue the growth of the organization based on the needs of girls and the community.
- Works with Executive Director to establish plans and procedures for building the capacity of Girls Inc. in other communities.
- Advocates for Girls Incorporated and girl's issues among member's parents, various community-based organizations, supporters, government and other constituencies.
- Initiates and cooperates in community initiatives that build opportunities for girls and the agency.
- Shall professionally represent the organization in the community with the goal to increase the organizations visibility and capacity to serve more girls and to increase and develop resources and partnerships.

General Operations:

- Maintains organizational files related to programs and oversees membership.
- Collaborates with Executive Director to manage all facility and grounds operations.
- Performs light maintenance as required.
- Ensures safety measures for members and families are followed.
- Responsible for closing and opening the building when necessary. Responds to alarm calls on a regular basis.
- Shall initiate, participate and ensure effective communication throughout the organization.
- Generates and reviews publications, brochures, online registration, notices, press releases and mailings to members and parents.

- Responsible for coordinating and scheduling building use, all activities, special events and field trips, including securing necessary off-site space for events and staffing.
- Investigates and obtains necessary licensing/permits required to operate within local and state guidelines. Assumes responsibilities and role of Camp Director during the summer.
- Facilitates all functions of the organization's teen leadership programs.
- Assumes duties of Executive Director in her absence. Keeps Executive Director informed of problems, concerns, needs, trends and unusual situations as they arise.
- When requested represent the organization as a liaison in the community.
- Must become licensed with a valid driver's license with an endorsement A to fill in whenever needed to pick up girl's afterschool with the organizational van.
- Participates in staff meetings and conferences to share ideas and concerns, and works collaboratively with other staff to meet agency goals and achieve staff objectives.
- Participates in periodic assessment of own performance, develops own goals and objectives. Takes advantage of training and other developmental/professional growth opportunities. Attends and participates in Girls Incorporated national functions as agreed upon with the Executive Director.
- Has general knowledge of grant writing and reporting.
- Performs other duties as assigned by Executive Director as needed.

Qualifications:

- Minimum Bachelor's Degree Required, with courses in education, recreation, psychology, sociology preferred.
- Supervisory experience a plus.
- Experience working with children of all ages.
- Experience working with and/or writing grants a plus.
- Strong writing, computer and organizational skills required.
- Proven experience with developing and implementing innovative programs.
- Ability to effectively communicate with children, youth, parents, and staff.
- Ability to coordinate multi-faceted programming opportunities.
- Ability to inspire, stimulate, and encourage creativity and innovation.
- Possessing problem solving and decision-making skills.
- Ability to work a flexible schedule: nights and weekends most of the year.
- Some travel is required.
- Willing to obtain an endorsement A on driver's license, serving as backup for afterschool transportation in organizational van when needed.

Cover letter and resume can be emailed to Michelle Bourdeau:
michelle@girlsincmeriden.com.

