



The ♥ of the Community

Position Description: Program Director II

Submit Cover Letter and Resume to markp@maplevalleycc.org

Open until filled: First review on August 8, 2022

Summary Statement

Under general supervision from the Community Center Executive Director, the individual in this position is responsible for the administration and leadership of all GMVCC program and facility operations.

General Duties and Responsibilities

Program

- Monitor and evaluate programs and activities to ensure goals and objectives are met.
- Work to promote and support new and existing prevention initiatives, keeping abreast of pertinent activities taking place in the field.

Staffing

- Hire, train, schedule, supervise and evaluate assigned staff.

Administrative

- In conjunction with the Finance Director and the Executive Director, prepare the assigned program budgets.
- In conjunction with the Finance Director and the Executive Director, monitor all assigned program income and expenses, thus managing funds per budget guidelines.
- Research and pursue resource development opportunities including program fees.
- Ensure compliance with funder and partner contracts and MOUs.
- Prepare and submit appropriate reports for funders.
- Coordinate the monthly supply order for the assigned programs.

Marketing

- Develop and create marketing materials & outlets for the assigned programs.
- Recruit participants and advertise program activities.

General

- Provide referral and information to ensure community connections.
- Serve as a contributing member of the organizational Leadership Team
- Ensure that all data collection required by grantors, contractors, marketing, and development needs, is collected and input into the customer data base.
- Ensure that all required processes are implemented to produce required outcomes per contracts.
- Attend trainings as required.
- Ensure that honesty, integrity, and ethical behavior are priorities
- Other Duties as Assigned

Knowledge, Skills and Abilities

1. Knowledge of program planning fundamentals
2. Strong written and oral communication skills
3. Knowledge of human service best practices
4. Knowledge of employment law for supervising staff and volunteers.
5. Ability to administer contracts/grants/reporting that assigned program operations.
6. Ability to forge mutually beneficial partnerships/working relationships with surrounding private and public organizations.
7. Ability to work as a team leader.
8. Valid Washington State Driver's License with acceptable driving record.
9. Knowledge of Microsoft Office Suite, Access, Excel, desktop publishing programs

Minimum Qualifications

College degree or equivalent combination of work experience and education in a human service or related field with an emphasis on at-risk populations.

Special Licenses – Driver's license & insurance, CPR training, Food Handler's Permit

Compensation

40 hour position @ \$23/hr. Benefit package as per organizational guidelines.