



## **Job description**

**TITLE:** Program Director

**CLASSIFICATION:** Non-Exempt

**SUPERVISOR:** Executive Director

**PRIMARY JOB FUNCTION:** The Program Director plans, facilitates, and supervises after school programming, volunteer coordination, and volunteer recruitment. The Program Director seeks out and secures volunteers, manages the volunteer schedules, and works with the Executive Director on logistics of the Swift Youth Foundation programs throughout the year: Swift After School, Swift Saturday, Swift Carnival, and other programs that Swift Youth Foundation offers.

### **ESSENTIAL FUNCTIONS**

- Assist in planning, implementing, and evaluating programs and projects.
- Ensure programs stay within the budget and according to quality standards.
- Supervise and oversee training of new Program Specialists
- Report detailed status updates to leadership and Executive Director.
- Work collaboratively with leadership to set strategic goals and objectives for programs.
- Attend Swift After School programs, Swift Saturday events once per month, Quarterly Keppies in the Community, Swift Carnival in the Spring, and Camp Swift during the summer.
- Lead curriculum or assist in leading when volunteers are assigned to lead when needed.
- Collaborate with Executive Director on development of school district and community partner relationships.
- Participate in all fundraising activities and assist in grant writing.
- Other duties might be added or changed depending on the person's skills and organizational needs.

### **EDUCATION/EXPERIENCE**

- Previous nonprofit or school program management experience
- Excellent classroom management skills
- Prior engagement working with volunteers or personal volunteerism.
- Excellent computer, verbal, and written communication skills
- Leadership, negotiation, and management skills
- Must be willing to learn and take on additional responsibilities when required.
- Able to stand and walk, ability to lift up to 30 pounds of equipment.
- Must have a level one fingerprint clearance card or be willing to get one before the start date.
- Must have valid driver's license with minimum insurance and reliable transportation.

### **PHYSICAL DEMANDS**



- Occasionally lift and carry boxes or materials up to 30 lbs.
- Occasional walking, reaching with hands and arms, stooping, kneeling, and crouching.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Salary Range & Working Conditions**

- Salary range of \$45,000-\$53,000 depending on experience
- Health, Dental and Vision Insurance offered
- Work in an office environment with some remote and virtual work, some flexibility
- Some travel required, so active auto insurance and a reliable vehicle is a must.
- Requires some work outside a traditional Monday-Friday work week, and outside normal business hours.

Job Type: Full-time

Pay: \$45,000.00 - \$53,000.00 per year

Benefits:

- Dental insurance
- Flexible schedule
- Health insurance
- Loan forgiveness
- Paid time off
- Parental leave
- Vision insurance

Schedule:

- After school
- Monday to Friday
- Weekends as needed