

## DIRECTOR OF PROGRAMS

## FULL YEAR EMPLOYMENT



**Qualifications:** 1) Minimum of a bachelor's degree; 2) at least five years of experience working in a program serving at-risk and/or low-income urban youth; 3) at least two years experience providing effective administrative leadership is desired

### Responsible to the President/CEO

**Function:** Oversee and implement the planning, organizing and evaluation of all programs according to program goals and outcome objectives.

### Responsibilities:

1. Supervise and provide administrative leadership for program staff.
2. Ensure that all programs comply with rules, standards and regulations of all public agencies as well as Federal, State and Local laws.
3. Operate programs in a cost-efficient manner within approved budget parameters.
4. Develop and provide initial and on-going training and in-services for staff and volunteers in all programs.
5. Assist the President in obtaining and preparing and required information and reports for agencies such as United Way and USDA as well as any present or potential funding sources.
6. Recruit and hire staff for camp programs in accordance with personnel policies, goals and guidelines.
7. Assist the President and Board in seeking and soliciting donations of needed resources and funding for all programs.
8. Work in cooperation with agencies and churches that share and support Tall Turf's mission.
9. Meet with the President at least once a week. Provide the President with information, data and progress reports at least once per month or more as needed or requested.
10. Seek opportunities to promote the mission and programs of Tall Turf whenever and wherever possible.
11. Attend Board meetings as requested by the President or Board Chairperson.
12. Accept and perform any additional responsibilities assigned by the President.
13. Assume responsibility for camper recruitment: developing and distributing materials, coordinating with churches and social agencies, recording sign-ups and making camper lists, sending out confirmation cards, communicating with out-of-town sources, and registering campers.

### Required Qualifications:

1. Bachelor's degree
2. At least five years of experience in youth ministry or a youth serving organization
3. Experience working with youth from diverse racial/ethnic and socio-economic backgrounds
4. Leadership experience

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5. Understanding and appreciation of cultural diversity and demonstrated cultural competency
6. A commitment to and faith in Jesus Christ as Redeemer and Lord over all of life and active involvement in the Body of Christ
7. Knowledge of and involvement with at least one overnight camp is greatly desired.

### **Preferred Qualifications:**

1. Master's degree
2. Knowledge of camp licensing and/or accreditation
3. Experience working with youth ages 8 – 18.
4. Knowledge of and experience with behavior management
5. Participation in anti-racist training
6. Excellent written and verbal communication skills
7. Prior experience with developing and managing budgets
8. Ability to communicate with a wide range of audiences
9. Demonstrated ability to effectively delegate responsibilities
10. Bi-lingual (English – Spanish) ability

### **Additional Essential Functions:**

1. Ability to communicate and train staff and campers/program participants in safety regulations and emergency procedures.
2. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
3. Ability to communicate and work with diverse groups of people and to provide necessary instruction to campers/program participants and/or staff.
4. Ability to observe camper/program participant behavior, assess appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
5. Cognitive and communication abilities to plan, supervise, and/or conduct activities to achieve camper/program participant development objectives.
6. Physical ability to respond appropriately to situations requiring rescuing a child.
7. Cognitive and communication abilities to supervise and lead staff.
8. Knowledge and ability to safely drive vans occupied with up to 12 passengers.
9. Ability to follow state health, fire, and licensing rules and regulations as well and accreditation standards.

### **Benefits**

Tall Turf Ministries provides a competitive salary and package of benefits to eligible full-time staff. Eligibility for these benefits begins after the first full month of employment. Premium contributions, deductibles, and co-pays may apply. Full-time employees are eligible for time off on the following holidays each year: New Year's Eve, New Year's Day, Martin Luther King, Jr.'s Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, The Day after



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Thanksgiving Day, Christmas Eve and Christmas Day. Eligible full-time employees will be entitled to two weeks (10 days) of paid vacation during their first and second years of employment with additional benefits after two years. Full-time employees earn sick leave benefits at a rate of one day (7 hours) per month, beginning on the first day of employment. Tall Turf Ministries provides three days of paid personal leave per calendar year to all full-time employees who have completed six months of continuous employment. A total of two work days (16 hours maximum) of unpaid leave is also allotted during any 12-month period for a parent to attend or participate in school-related events for his or her child. Full definitions and details are provided upon employment in the Employee Manual.

### **EEO Statement**

Tall Turf Ministries is an equal opportunity employer. This policy applies to all terms and conditions of employment for all employees, including, but not limited to Tall Turf Ministries' commitment to recruit, employ, train, compensate and promote without discrimination on the basis of race, color, national origin, sex, age, disability, marital status, military or veteran status, height, weight or any other classification protected by law.

As established by applicable state and federal employment laws, Tall Turf Ministries has determined that it is essential and necessary to its mission and operations to use discernment in the area of Christian faith and religious affiliation in its employment procedures and practices.

