

PROGRAM DIRECTOR

GENERAL JOB DESCRIPTION

Under the direction of the Executive Director, the Program Director is responsible for: supervision of the programs of the USARC, including scheduling, delivery and infrastructure; personnel management; assistance with program promotion and events/outreach coordination; various administrative tasks.

DUTIES AND RESPONSIBILITIES

1. Program Implementation and Infrastructure
 - Plan, coordinate and implement seasonal activities for children and adults with disability
 - Establish policies, procedures and safety guidelines for all programs
 - Purchase, maintain and inventory all program equipment
 - Evaluate programs and provide feedback as needed
 - Supervise provision of safety and in-service meetings
 - Report and discuss activity schedule plans with Executive Director
 - Coordinate necessary equipment procurement and maintenance
 - Provide on-site surveys and review of programs
 - Attend necessary workshops, events and training seminars
 - Communicate policy and information to program staff
 - Communicate program status with Executive Director on weekly basis
2. Personnel
 - Recruit, hire, and provide training and supervision of instructors and volunteers
 - Ensure appropriate instructor and volunteer training
 - Provide written evaluation of program staff at the completion of, or during, each program
 - Maintain open communication lines among instructors, volunteers and participants
 - Supervise Volunteer/Outreach Coordinator's documentation of volunteers
 - Schedule staff and volunteers to ensure safe and competent delivery of services
3. Public Relations
 - Assist Volunteer/Outreach Coordinator with program promotion
 - Provide public presentations and demonstrations as needed
 - Assist with fund raising events
 - Contribute to the production of newsletter articles and other promotional materials
 - Attend and/or present at relevant trade shows, volunteer fairs and organizations
4. Administration
 - Assist with office supervision and management
 - Interface with, and cultivate relations with, professional and community partners
 - Assist with program budget development
 - Maintain program expenditures within budgeted parameters
 - Apprise Executive Director of program and project status
 - Assume duties as directed during Executive Director's absence

PREFERRED QUALIFICATIONS

- BA/BS degree in Therapeutic Recreation or related field desired
- Certification by NCTRC and CBRPC for minimum of two years desired
- Three years experience in field or related field
- Three years experience in staff management and supervision
- Working knowledge of physical and cognitive disabilities
- Personable and able to work within a customer service framework
- Refined and well-organized multi-tasking skills
- In-depth knowledge of risk management models and skills
- Proficient use of Microsoft Word, Access, Excel and desktop publishing programs
- Experience with skiing, snowboarding, boating, and mountain biking
- PSIA Adaptive Instructor Certification
- Current CPR, First Aid and Lifeguard Certification