

POSITION DESCRIPTION: PROGRAM DIRECTOR



Title:	Program Director, Including Special Kids Program
Work Schedule:	Full-time, Exempt Salaried typically scheduled Monday – Friday with occasional need to work evenings and weekends.
Report to:	Executive Director, Special Kids Crusade
Work Site:	Special Kids Crusade Administrative Office, 1900 Garden Road, Monterey With program site visits throughout Monterey County

PRIMARY FUNCTION:

In collaboration and in coordination with the Special Kids Crusade Executive Director and all partner host sites' Director of Program Services, the Program Director of the Including Special Kids Program shall oversee all operations of the Including Special Kids Program and ensure that it is a fully integrated program within the partner host sites. (Current partner host sites include Boys & Girls Clubs of Monterey County, The First Tee of Monterey County, and Porter Youth Center.)

The Program Director shall:

1. Organize and supervise the program in accordance with the program's established policies;
2. Ensure that the program's established policies are consistent with the policies and procedures of all partner host sites and Special Kids Crusade (SKC);
3. Be a liaison between the Including Special Kids Program and other Special Kids Crusade programs/activities;
4. Oversea areas of budgeting, program implementation, project planning, and staff development;
5. Monitor and/or implement the intake and continuing assessment process for program participants;
6. Provide initial contact for families of children with disabilities who have been referred to the Including Special Kids Program and conduct intake interviews;
7. Utilize existing program materials to develop a plan to support the inclusion of each youth client into all partner host sites; and
8. Interface with outside agencies as needed to develop community partners.

RESPONSIBILITIES:

1. **Intake Program Participants ("ISKers")**
2. **Ensure ISKers Successful On-going Participation**
3. **Mentor Program Staff**
4. **Assist in the Development of the Including Special Kids Program**
5. **Collaborate with Internal and External Partners**
6. **Budget and Manage Resources**
7. **Miscellaneous**

MINIMUM QUALIFICATIONS:

1. Successfully complete pre-employment background check and drug testing;
2. A positive attitude and mature personality conducive to working effectively as a team player;
3. Knowledge of child development and its applicability to developmental disabilities;
4. Responsible, dependable, tenacious, and problem solver;
5. Excellent interpersonal, oral and written communication skills.
6. Exceptional ability and aptitude to:
 - a. Collaborate to achieve SKC and host site missions;

- b. Enact and uphold SKC values of inclusion, acceptance, empowerment, integrity, and inspiration;
- c. Adhere to SKC Employee Handbook Policies & Procedures.

EDUCATIONAL REQUIREMENTS:

- Bachelors degree in either psychology, sociology, social work, human services or other related field plus 5 years experience in administration OR
- Masters degree in psychology, sociology, social work, human services or other related field plus 3 years experience in administration.

SPECIALIZED SKILLS REQUIRED:

- Experience and ability to implement policies and procedures at various levels;
- Experience and skill to implementing various evaluation methodologies;
- A minimum of two years experience working with individuals with developmental disabilities;
- Communicate effectively with a wide variety of people including staff, consumers and parents, both orally and in writing;
- Experience in making sound decisions within established mission, values, and policies;
- Independent thinker;
- Demonstrate a high level of understanding and practical application of the major learning theories as they apply to the consumer's development;
- Demonstrate strong consultative and/or teaching skills;
- Identify current issues and trends and utilize research findings in program improvement and implementation;
- Leadership skills and ability to guide staff to make intuitive and sound decisions;
- Good working knowledge of Microsoft Word, Excel, Publisher and Powerpoint, MS Outlook.

HIGHLY DESIRABLE QUALIFICATIONS:

- Previous experience managing and directing programs;
- Prior experience managing a youth development agency or other social service agency preferred;
- Experience working in the public sector implementing Federal, State, and local regulations.
- Good working knowledge of developmental and physical disabilities in youth;
- Previous experience organizing activities designed for inclusion;
- Prior experience in a youth development agency or other social service agency preferred;
- Oral and written fluency and proficiency in Spanish and English;
- Proven knowledge, understanding of youth development &/or educational work with youth, families and organizations of Monterey County communities, especially those located in the Salinas Valley and on the Monterey Peninsula.

COMPENSATION:

- Salary range begins at \$38,000 based on qualifications.
- Position is entitled to the following paid benefits
 - Vacation pay;
 - Medical insurance;
 - Paid holidays; and
 - Sick leave.
- Professional development opportunities are available contingent upon funding and approval.
- This position is classified as exempt and as such is not eligible for the overtime provisions of the Fair Labor Standards Act.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

APPLICATION PROCEDURES:

Submit resume or application located at www.SpecialKidsCrusade.org/id17/html

by Friday, October 19th at 5:00pm:

Special Kids Crusade

Attn: Human Resources

1900 Garden Road, Suite 230 / Monterey, CA 93940

mail@specialkidscrusade.org