

# St. Georges Scholar Institute

Job Title: Program Director	Job Code:
Manager: Executive Director	Job Grade:
Revision Date: July 12 2021	Fair Labor Standards Act (FLSA):

## Position Overview.

To create, plan and implement all youth activities related to the mission and vision of the agency goals.

### Essential Job Functions

- Over site of the day-to-day youth development activities under the direction of the Executive Director.
- Actively supervise subordinate staff.

Oversee the recruitment of school age youth into various youth development and leadership activities.

- Effectively facilitate the development of all existing and future youth development activities
- Assure proper “coverage” and safety measures are being adhered to. (No child unsupervised) and that the facility is secured at the end of each day.
- Recruit and manage program volunteers to help motivate and mentor each participant.
- Provide leadership and encouragement to all youth participants and/or staff.
- Provide timely reports on all existing programs in collaboration and with the direction of the Executive Director.

### Knowledge, Skills & Experience

Education & Experience	Minimum 2 years of college or 5 years of experience in the field of Youth Development. Excellent Computer Skills (specifically Microsoft Office suite) required.
Spoken	Able to present information clearly through the spoken word; to influence and inspire others through oral presentation. Must be a great listener.
Written Communication	Able to write clearly and to present ideas effectively in written form.
Organization & Planning	Able to organize, plan and schedule in order to accomplish work objectives; manages time and resources effectively;
Interaction	Able to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport.
Coping	Able to maintain a mature problem-solving attitude while dealing with Interpersonal conflict, personal rejection, hostility or time demands.
Creativity	Able to develop unique and novel solutions to problems; to use intuition and a new way of thinking to give birth to new ideas.

### Requirements

No criminal record as it pertains to youth or Minors.  
 Must have valid Driver’s License and good driving history.  
 Must have the flexibility to attend events related to ongoing professional development.

***Physical Demands: While performing this role, the employee is regularly required to sit. The employee does very frequent data entry and uses a personal computer and keyboard extensively. The employee must occasionally lift and/or move up to 25 pounds. Specific vision ability required by this job includes close vision, color vision and ability to adjust focus.***

***Reasonable accommodations may be made to enable individuals with disabilities to perform the tasks.***

***The noise level in the normal work environment is usually not quiet. There may be many kids communicating in close proximity.***

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.
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