Program Director, Horace W. Porter School Plus
Position Description

Position Summary

Horace W. Porter School Plus Program focuses on homework help for children in grades 4-8. Program directors are responsible for the overall management and coordination of a designated Community Outreach (CO) program or project. Specific tasks and obligations for each program vary depending on the program; however, the following responsibilities are required of all program directors.

Major Duties and Responsibilities

A. Program Management and Development
   - Review mission statement and revise as needed
   - Develop appropriate goals
   - Contact and meet accordingly with site supervisor
   - Serve as a liaison between participants and site supervisor
   - Implement service activities that meet the self-identified needs of clients; create appropriate materials, engage participants in service delivery, and access external resources as needed
   - Communicate and meet regularly with designated CO staff member and site supervisor

B. Volunteer Management
   - Recruit, screen, train and support volunteer and work study participants
   - Prepare participants through orientation and training workshops to achieve program’s objectives; organize meetings, develop training materials, and facilitate activities
   - Provide ongoing monitoring and supervision of participants
   - Communicate regularly with participants regarding scheduling, transportation, activity planning, payroll, and other related program functions
   - Recognize participants for their contributions
   - Organize opportunities for participants to reflect on their experiences

C. Administrative Tasks
   - Attend all related CO meetings, trainings, seminars, and workshops
   - Manage any financial or other resources including budgeting, purchasing, and tracking
   - Collect and update data related to programs, membership, and service hours
   - Schedule and monitor transportation
   - Represent CO at University classes, meetings, or events
   - Perform other related duties and activities to support the program and the Office of Community Outreach, as needed

D. Project Teams
   - Participate in a CO project team including: program management, professional development, or community building
E. Program Participation

- Program directors are expected to participate in their program on a regular schedule as decided with staff supervisor

Qualifications

A. Minimum Qualifications:

- Strong interest in and commitment to community service
- At least one year related experience working with youth in a tutoring or mentoring capacity or a related program
- One semester or more of related experience in a leadership and/or supervisory position
- Capacity to facilitate individual and group supervisory meetings including conflict resolution / problem solving
- Capability to positively represent CO to the University and external community
- Proficient interpersonal, relationship, and partnership building skills
- Ability to effectively convey oral and written communication
- Demonstrated program development and organizational skills including ability to manage multiple tasks/projects and planning special events
- Ability to work independently, assess programmatic needs, and develop creative solutions
- A strong appreciation for, as well as a willingness to work with and support, demographically diverse and traditionally underrepresented and oppressed groups (e.g. race, cultural, gender, ability, and sexual orientation)
- Demonstrated basic knowledge and skill in the use of personal computers and basic software programs such as Microsoft Office Word and Excel
- Willingness to work irregular and flexible hours including evenings and weekends
- Student must not be on academic probation in accordance with the Department of Student Activities Student Leader Eligibility Policy (less than a 1.8 semester GPA for 1-23 credits, or less than a 2.0 semester GPA for 24+ credits)

B. Preferred Qualifications:

- At least one semester experience with Horace W. Porter School Plus Program
- One year related experience in a leadership and/or supervisory position
- Excellent computer skills with an emphasis on Microsoft Office Word, Publisher, and Excel

Commitment

- Full academic year commitment is required
- Participation in CO training in August the week before Fall Semester begins
- 10-12 hours per week; exact hours and schedule will fluctuate and are flexible to student’s academic schedule
- Ability to maintain academic standing in accordance with the Department of Student Activities Student Leader Eligibility Policy (1.8 semester GPA or higher for 1-23 credits, or 2.0 semester GPA or higher for 24+ credits)
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