

Mentor2Youth is a local non-profit organization that transforms the lives of youth through emotional empowerment, academic achievement and college/career cultivation. We are looking for an extraordinary individual with a passion for working with kids and helping them excel right here in Washtenaw County. This position will provide strategic oversight and management to all operations, fundraising and finances.

Job title	<i>Program Director</i>
Reports to	<i>Executive Director</i>
Position Type	<i>Part-Time (Salaried + Reimbursement)</i>
Pay Rate	<i>\$2,000/mo.</i>
Closing Date	<i>Application Closes 8/30</i>

Job purpose

The Program Director is responsible for the successful leadership and management delivery of program offerings and services according to the mission and vision of Mentor2Youth.

Duties and responsibilities

Operational planning and management

- Develop a program operations plan each calendar year based on strategic goals/objectives
- Assist with securing resources (human, in-kind) to ensure program operates effectively
- Provide oversight of day-to-day operations of all program staff/volunteers and activities
- Assess, review, draft and/or implement program policies on a necessary basis; recommend changes in program functions to the Executive Director as appropriate
- Report on results achieved through program offerings to Executive Director

Program planning and management

- Provide direct training, coaching and support to staff to effectively operate programs
- Monitor, review and evaluate program offerings in achieving outcomes on regular basis
- Oversee the planning, implementation, execution and evaluation of special projects
- Assist with identifying opportunities for expansion, replication or development of program offerings and/or services

Human resources planning and management

- Monitor and/or determine staffing and volunteer needs for effective program delivery
- Manage the recruitment, screening, performance review process for program staff
- Co-establish a positive, healthy and safe work environment for program staff/volunteers

Fundraising and Finances

- Work with Executive Staff in monitoring program budget relevant to expenses
- Participate in fundraising activities as appropriate

Community relations/advocacy

- Support in communicating with all relevant stakeholders providing updates and insight into our programs offerings and services
- Represent the organization at community events, meetings and other activities to enhance and maintain the public brand of Mentor2Youth

Qualifications

Bachelors degree required; degree in field of social work or teacher education preferred

At least 3-5 years minimum experience working in an educational environment required; leading, teaching or coordinating a youth program and/or classroom. Prior experience working with diverse populations preferred. Prior management experience required.

Candidate should be able to illustrate strength in the following areas:

Written and verbal communication skills, critical reasoning and analytical skills, organization and time management

Candidates should be creative thinkers, passionate about youth, culturally responsive, show initiative and be adaptive to the work and program environment

Other information (i.e. personal background, characteristics, professional certification/endorsements) will be taken into consideration

Knowledge, Skills and Abilities

Knowledge of leadership and management principles as they relate to non-profit/ voluntary organizations. Knowledge of current community challenges and opportunities relating to the mission of the organization. Knowledge of human resources management. Knowledge of project management.

Working conditions

In addition to normal working hours, this position requires you to work outside of normal work hours during evenings and sometimes weekends for program related events/functions. Will travel to and from program location and various meetings within 25 mile radius of program main office.

Please submit resume and cover letter to Emmanuel at ejones@mentor2youth.com