



Program Director

Job Purpose:

- Provide general program management for Front Porch Alliance programs - Neighborhood Families (early childhood education), Youth Journeys (school-agers), and Community Connections (adult education and community programs)
- Coach, mentor, supervise and train all program staff
- Maintain an open, friendly, professional relationship with all staff, families, and community partners

Essential Duties and Responsibilities:

- Program staff recruitment, retention, and supervision
- Supervise, mentor, coach, and administer work plans and directives to staff
- Communicate areas of performance improvement to staff and promote training that reflects the individual needs of staff members and/or the team as a whole
- Arrange and facilitate regular meetings with staff and provide time for training and updates to policies and procedures
- Facilitate the resolution of conflicts between staff
- Ensure program compliance with codes of all state and local licensing agencies and grant requirements
- Manage grants, grant outcomes, and grant budgets
- Monitor and manage direct service budgets
- Arrange for services in all functional areas, utilizing internal and external resources to provide medical, social, mental health, educational, and special services as deemed appropriate
- Coordinate with local agencies, community service organizations and educational providers, and partners
- Attend meetings, training, and appropriate professional development activities
- Supervise Program Coordinators (4) in maintaining compliance by monitoring, evaluating, and submitting required documentation
- Supervise and provide input into purchasing of equipment and materials
- Maintains an accurate and up-to-date record-keeping system as deemed necessary for meeting program objectives
- Prepares and submits accurate reports as required



- Completes evaluations for program staff
- Provides training and orientation of new staff
- Plans, conducts, and participates in scheduled in-service training concerned with child development, early childhood education, school-agers education, and adult education to improve teaching skills and increase knowledge of program participants' growth and development
- Reviews and analyzes reports, records, and directives related to the operation and delivery of services
- Participates in program planning/coordination with Front Porch Alliance partnerships
- Maintains confidentiality of records and information on staff, children, and families
- Manages volunteer orientation, placement, and communication
- Performs a variety of tasks as assigned

Essential Attributes:

- Committed to the mission of Front Porch Alliance
- Strong organization and time management skills, ability to meet tight deadlines
- Highest ethical standards and responsibility with confidential information
- Excellent interpersonal skills necessary for good communication with culturally diverse participants, partners, and supporters
- Positive, effective, and professional working relationships with staff, clients, and community partners
- Committed to the ongoing professional development of best practices surrounding the strength-based approach to families, parenting behaviors, child health and wellness, and other relevant family-centered practices
- Outstanding time management, organizational skills, and follow-through
- Capacity to problem solve, handle crises, and work with families
- Sustained concentration and ability to handle multiple tasks often simultaneously
- Ability to handle highly stressful and sensitive situations in a professional manner
- Ability to interpret and implement complex policies and regulations
- Ability to work independently and maintain professional boundaries and confidentiality
- Ability to exercise tact and discretion in all employee interactions
- Oversee database management of volunteer hours, demographic information, program assessments, and community resources



Qualifications:

- Baccalaureate degree with a concentration in education, child development, social work, administration, or related field experience in supervision of staff, fiscal management, and administration
- At least three years of experience working with community-based educational programs, high-risked populations, underinvested communities, or early childhood education
- Strong computer skills, including Google Suites, Microsoft Word, and Excel
- Professional, caring, and “can-do” manner
- Must have a reliable car, valid driver’s license, auto liability insurance of at least \$100,000, and a good driving record

Physical Requirements:

- A mixture of desk work, standing for long periods of time, and visits to the community
- Must be able to lift up to five to ten pounds on a regular basis

Hours: Full-time, salaried. Some evenings and weekends are required.

Benefits: \$48,000-\$58,000 salary, medical insurance, IRA matching (3%), generous PTO package, phone stipend, and mileage reimbursement

APPLICATION INSTRUCTIONS: Please send your resume and cover letter to jetaime@frontporchalliance.org

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