



## Position Description

**Position Title:** Affiliate Program Director  
**Reports To:** Affiliate Executive Director  
**Classification:** Exempt

**Last Revision Date:** October 2014  
**Supervises others:** Direct Care Staff,  
Community Resource Coordinator, Admissions  
Coordinator, Community & National Volunteers

### General Description

The Program Director supports the Mission and Values of Boys Hope Girls Hope. The Program Director is responsible for supervision of the overall programmatic operations of an affiliate. The Program Director is advised by and works closely with the Program Committee of the Board of Directors, and reports to the Executive Director.

### Major Areas of Responsibility

#### 1) Program Administration and Development

- a. Provide the Executive Director, Program Committee and Board with all materials and information necessary to carry out their supervision, governance, and planning responsibilities, especially with regard to Boys Hope Girls Hope and local licensing standards, practice, and policies
- b. Develop, facilitate and support effective functioning of Program Committee through recruiting, and orienting committee members, and ensuring scheduling and efficient running of meetings
- c. Understand and ensure compliance with Boys Hope Girls Hope program standards and policies
- d. Know and ensure compliance with local licensing regulations and program standards
- e. With Executive Director, develop and monitor annual budget for home(s) and programmatic activities
- f. Oversee maintenance, appearance and safety of home, vehicles, furnishings and property of the program to the highest standards
- g. Program Development to enhance independent living skills, sexual health, healthy relationships and transition to college of scholars.

#### 2) Staff and Volunteers

- a. Recruitment, screening and selection of direct care staff
- b. Supervision, support and regular performance reviews of direct care staff and National Volunteers
- c. Communicate and work with National office in selection of National Volunteers
- d. Orientation and ongoing training of direct care staff, National Volunteers, and community volunteers
- e. Facilitates and keeps minutes for staff meetings with each program home according to National standards
- f. Ensures homes are appropriately staffed to minimum National standards
- g. Provide direct care and supervision to scholars in case of emergencies and staff vacancies

#### 3) Child Care Administration

- a. Consistent and regular community networking to recruit candidates for admission and to secure resources
- b. Identification, screening, and selection of children for the program according to Boys Hope Girls Hope admission standards
- c. Monitoring and approval of residential scholar service plans
- d. Identification and procurement of ancillary services required in service plans
- e. Implementation of services to non-residential scholars

#### 4) Families/Guardians

- a. Support and assist guardian(s) and/or parent(s) and families of scholars in fulfilling their role to support scholars
- b. Facilitate and ensure regular communication and positive relationships with guardian and/or parent(s) and their participation in the program

#### 5) Administrative and Record Keeping

- a. Maintain and update complete staff and scholar files
- b. Ensure daily records and required reports are done properly and in a timely manner

- c. Ensure up to date maintenance logs are kept for all property
- d. Oversee programmatic and home(s) budgets, ensuring that proper documentation is provided for all expenses and accounts

#### **6) Community Relations**

- a. Communicate with and maintain positive relationships with neighbors and neighborhood groups
- b. Develop and sustain positive relationships with community resource providers
- c. Develop and sustain partnerships with schools
- d. Maintain an adequate referral network to identify children

The National President/CEO, in consultation with the National Director of Children Services and the local Executive Director, may establish additional requirements for the position of Program Director to meet the specific needs and local licensing requirements of an affiliate.

#### **Critical Criteria**

The minimum qualifications shall be as set forth here, except in the case where the qualifications for this position established by the controlling local licensing authority are higher. In such cases, the minimum qualifications as defined by the local licensing authority shall control.

A masters degree in Social Work, Psychology, Criminal Justice, Guidance and Counseling, Human Services Administration, Sociology, Education, or a related human services field and two years experience or, a Bachelors degree in one of those fields of study with at least two years supervisory experience in child welfare or youth development is required. Applicant must be at least 21 years of age. The Position requires the following competencies for success:

- Knowledge of residential care practice and licensing regulations
- Ability to interpret testing and evaluations
- Computer proficiency with ability to use word processing, e-mail and internet applications
- Ability to manage several projects and activities at the same time
- Problem solving and critical thinking skills
- Sensitivity to different religious backgrounds, and cultures
- Professional work habits and dress
- Able to set, measure and implement programmatic goals
- Able to provide constructive feedback and supervision of staff
- Able to communicate clearly and effectively with adolescents, their guardians or parents, supervisees, co-workers and supervisors, teachers and other audiences verbally and in writing

The position will require certification in first aid, CPR and Therapeutic Crisis Intervention. It requires the ability to supervise staff and the condition of program property, including possibly a multi-story home.

Because the Program Director may need to provide direct care services, the position will require the ability to perform household tasks like shopping, cooking, cleaning and minor property care that may require bending, lifting and carrying. The position would require the ability to closely monitor the whereabouts and activities of several pre-adolescent and adolescent children in a multi-story home, as well as the ability to safely transport children in program vehicles. It may also require engaging in athletic, recreational and/or camping activities with the scholars.

#### **Working Conditions**

The position is a senior management position requiring regular written and verbal communication. The position requires occasional travel in the United States to attend meetings convened by the National office and other professional gatherings.

Interested candidates, please send cover letter, resume and salary requirements to Tom Wiese at [twiese@bhgh.org](mailto:twiese@bhgh.org).