Position Description

Title: Program Director

Boys Hope Girls Hope is an international organization that works with young people in need, from their critical adolescent years, all the way through college and into the launch of their careers. Our scholars become a part of a family-like network that sticks with them through life’s ups and downs for the long term. Along the way, they learn the significance of using their gifts and abilities to serve others and make a difference in their families, workplaces, and communities.

Reports To: Executive Director

Supervises others: Direct Care Team, Community Resource Coordinator

Classification: Exempt

General Description

The Program Director supports the mission and values of Boys Hope Girls Hope. The Director is responsible for the direction, leadership and growth of the overall programmatic operations. This is a leadership role that will actively coordinate with and make strategic decisions in absence of the Executive Director of the affiliate. The Program Director serves as a role model to other team members and is advised by and works closely with the Program Committee of the Board of Directors. This position reports to the Executive Director and serves as the affiliate leader in his/her absence.

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, recruitment of qualified team members, and policies.
   b. Develop, approve and monitor scholar service plans. Develop and track intermediate outcomes for scholar success.
   c. Ensure compliance with The Department of Human Services, Office of Children, Youth and Families regulations (3800’s).
   d. Program Development to enhance independent living skills, sexual health, healthy relationships and transition to college

2) Staff and Volunteers
   a. Ensure homes are appropriately staffed with diverse and qualified team members according to the staffing model designed by the Board of Directors
   b. Recruit, screen and select direct care staff
   c. Provide supervision, support and conduct regular performance reviews of direct reports
   d. Provide orientation and ongoing training of direct care staff and community volunteers, and ensure that ongoing training and development of team members occur regularly and as scheduled.

3) Community Networking/Referral Management
   a. Maintain relationships with current Boys Hope Girls Hope contacts and provide information indicating the number of scholarship opportunities that are available.
b. Create and maintain relationships with public, private and charter schools; social service agencies; faith-based communities; parent groups; and other appropriate contacts in order to educate them on the nature and purpose of Girls Hope

c. Identify, screen and select children for the program according to Boys Hope Girls Hope admission standards

4) Collegians
a. Work with high school juniors and seniors and their primary residential counselors to see that all college admission requirements are completed and submitted in a timely fashion. This includes college applications and financial aid requests.
b. Maintain a weekly record of contacts with each college student.
c. Assist collegians in securing summer internships

5) Families/Guardians
a. Serve as liaison to families; supporting and assisting parents/legal guardians of scholars in fulfilling their role to support scholars
b. Facilitate and ensure regular communication and positive relationships with parent/legal guardians and their participation in the program

Boys Hope Girls Hope Network Headquarters may establish additional requirements for the position of Program Director.

Critical Criteria
A bachelor's degree (master's degree preferred) in Social Work, Psychology, Criminal Justice, Guidance and Counseling, Human Services Administration, Sociology, Education, or a related human services field and two years of experience or, a Bachelor's degree in one of those fields of study with at least four 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:

- Experienced leader with proven track record of building and retaining strong teams
- 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
- Able to set, measure and implement programmatic goals
- Able to provide constructive feedback and supervision of staff
- Knowledge of residential care practice and licensing regulations
- Ability to interpret testing and evaluations
- Computer proficiency with Microsoft Office and Microsoft Teams
- Ability to manage several projects and activities at the same time
- Problem solving and critical thinking skills required, with the ability to handle stressful situations with a calm and approachable demeanor
- Sensitivity to different religious backgrounds, and cultures
- Maintains professional work habits and dress
- This position has the potential for a career ladder move as a future Executive Director with the right candidate in this role.
The position will require certification in first aid, CPR and Therapeutic Crisis Intervention, and complete all trainings required by the Pennsylvania Department of Human Services, Office of Children, Youth and Families. It requires the ability to supervise staff and the condition of program property, including a multi-story home.

To apply, please send cover letter, resume and salary requirements to Executive Director, Tom Wiese at twiese@bhgh.org. www.bhghpittsburgh.org.