

Harmony At Home

Program Director Job Description

JOB TITLE:	Program Director		
REPORTS TO:	Executive Director		
JOB SUMMARY:	<p>The Program Director will be under the general direction of the Harmony At Home Executive Director. The Program Director will provide leadership, coordination, and supervision of all program aspects. <i>Additional duties that are specific to the program director will be provided in addition to this program director job description.</i></p> <p>HOURS: Minimum of 40 hrs per week. Schedule will vary from 7:00 am to 7:00 pm based on the needs of the organization. Some weekends.</p> <p>COMPENSATION: Competitive salary, health and dental insurance and paid time off.</p>		
EXEMPT/NON-EXEMPT	Exempt	BONUS POTENTIAL?	No
ESSENTIAL FUNCTIONS:	Employee must competently perform all Essential Job Functions.		

ESSENTIAL JOB FUNCTIONS, DUTIES AND RESPONSIBILITIES

- **Management:**
 - Supervise managers, leads, advocates and inform the Executive Director on progress and performance.
 - Plan and facilitate regular Program Lead meetings.
 - Regularly meet individually with Program Managers, Leads, and Advocates support program successes, challenges, and overall progress.
 - Devise evaluation strategies to monitor performance and determine the need for improvements.
 - Work with HR Manager, Executive Director, and Leadership staff to resolve complex problems.
 - Discover ways to enhance efficiency and productivity of procedures and people.
 - Instill a sense of accountability among team members by modeling tight oversight of individual and organization performance standards and reports.
 - Monitor tracking systems specific to each program, which may include program specific accomplishments, gift card trackers, partner evaluations of staff and trainings, outreach trackers, and/or MOU trackers.
 - Monitor program trends and if major increases or decreases arise, proactively communicate this with the Executive Director to ensure that preventative or

responsive measures are implemented to adjust our programmatic structure as needed.

- Track and follow up with time cards and discrepancies.
- Track and follow up with incidents and disciplinary actions. Support HR Manager and Leadership staff in navigating disciplinary actions and responses.
- Maintain updated job descriptions and interviewing questions based on specific program needs. Work with the HR Manager to ensure the proper wording and delivery.
- Interview, hire and train applicants for available positions and ensure that all of the proper hiring paperwork is completed and filed.
- Administer annual reviews of direct staff using a standard Harmony At Home review model.
- **Collaboration, Communication & Cohesion:**
 - Regularly meet with the Executive Director and HR Manager.
 - Develop and implement strategies that will maximize the synergies among program areas.
 - Keep senior management informed with detailed and accurate reports and/or presentations.
 - Present program progress to the Harmony At Home board as requested.
 - Provide opportunities for your staff to have open and ongoing communication, which may include drop-ins, and/or casual check-ins beyond scheduled meetings.
- **Program & Policy Development**
 - Initiate and set goals for programs according to the mission and objective of Harmony At Home.
 - Ensure program operations and activities adhere to legal guidelines and internal policies
 - Work with the Managers to implement policies and update as needed.
 - Work closely with the Executive Director and HR Manager about how to best structure positions to fill projected contracts for both short and long-term goals.
- **Partner Relations**
 - Facilitate positive relationships and regular communication with our partner districts, schools, and agencies.
 - Attend important community meetings including CASP, Blue Ribbon, Greenfield Collaborative and other meetings that arise.
 - Proactively reach out to partners to offer presentations and/or initiate meetings to strengthen communication and feedback.
 - Follow-through and follow-up with partners in a timely manner.
- **Contracts**
 - Initiate, develop and finalize all partner MOU's and program contracts with support and oversight of the Executive Director.
 - Monitor and follow up with late payments in collaboration with the HR Manager.
- **Fiduciary**
 - Assist the Executive Director in monitoring and planning annual budgets. Deliver necessary budgetary information to Program Managers, Leads, and Advocates as appropriate.
 - Reinforce fiduciary policies
- **Staff Development**
 - Actively coordinate, facilitate, and participate in the Harmony At Home orientation, luncheon, staff appreciation events, staff gatherings, and core staff development trainings.

- Maintain and implement an updated Leadership Resource Site and Leadership Drive.
- Support leadership staff with professional development opportunities throughout the year.
- **Outreach & Donor Development**
 - Update and distribute the quarterly partner newsletter with program highlights.
 - Update and distribute a quarterly newsletter with Mailchimp for our donor database.
 - Represent Harmony At Home at events and presentations in the community that may take place early in the morning, later in the evening and on weekends.
 - Support with Donor Development tasks as requested by the Executive Director.
- **Grants**
 - Coordinate and submit grant reports including MCCAP and PEI grant requests.
 - Provide statistics and reports as needed for all grants and other requests.
- **Office Support**
 - Take part in maintaining clean and well-stocked office spaces in both Harmony At Home offices.
 - Actively monitor and implement office procedures and expectations.

SKILLS REQUIREMENT:

LANGUAGE SKILLS MUST HAVE:

- Strong verbal, written skills and excellent communication skills.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations.
- Ability to effectively present information and respond to questions from supervisors, co-workers, volunteers, members, donors and the general public.

TECHNICAL/MATHEMATICAL SKILLS:

- Extensive experience of computer applications, including: word processing, relational databases, spreadsheets, and extensive knowledge of the Internet. Experience in the following computer programs preferred: Google Docs, Google Sheets, Google Slides, Google Drive, Excel, PowerPoint, Word, Publisher, and Outlook.
- Ability to apply basic mathematical concepts.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Must possess the ability to make sound independent decisions when circumstances warrant.

OTHER SKILLS, REQUIREMENTS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Ability to work effectively with persons differing in value systems, ethnicity, cultural backgrounds, or language capabilities.
- Demonstrate an understanding, patient and receptive attitude toward others; meet requirements associated with the tasks outlined in the position description.

- Enthusiastic and dependable.
- Willing to follow directions and take initiative.
- Ability to work in a team with other managers, administrators and directors.
- Acts in a safe and acceptable manner, follows established safety procedures, uses appropriate safeguards and observes common sense rules of safety in all on-the-job activities.
- Willingness to demonstrate core values of honesty, respect and responsibility in interactions with staff and volunteers.
- Even tempered and able to adjust tasks in accordance with changing priorities.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- Master's degree in social work, psychology, public policy, communication, public health, education, or related field preferred.
- Demonstrated ability to lead, facilitate and participate in engaging activities with people of all ages.
- Bilingual/Bi-literate English/Spanish desired.
- Experience working with diverse populations in a school setting. Knowledge of elementary and middle school education concepts, child growth and development and atypical child behavior characteristics.
- 2-3 years of experience as a Program Director overseeing Program Management and Lead Staff.

EMPLOYMENT STANDARDS:

Physical Demands/Work Environment: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, and sit; use hands and fingers, handle or feel objects, tools, or controls; stoop, kneel. Balancing, climbing, and crawling are not required. The employee must occasionally lift and/or move up to 35 pounds. Assistance is required above this amount.

Special Requirements: Must be able to meet and receive Fingerprinting/Background check and TB test clearance, as required by school district to work with children in a school setting. Must be physically able to assist clients and/or staff in the evacuations of program facilities in emergency situations.

Must possess a valid Driver's License, current automobile insurance and reliable transportation.

Performs all other duties as required by Management.

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PHYSICAL ACTIVITY REQUIREMENTS

OTHER REQUIREMENTS

	Never	Occasionally	Frequently	Constantly
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Crawling	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Bending Over	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Reaching Overhead	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Balancing	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Lifting/Carrying				
10 lbs. or Less	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
20 to 50 lbs.	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Over 50 lbs.	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Skin/Hands in Water	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to Chemicals	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Foot Controls Used	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive Hand Use	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Firm Grasping Required	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

Driving Vehicles/Equipment	Y
Operating Equipment/Machinery	Y
Exposure to Dusts, Gas, Fumes	N
Exposure to Hazardous Materials	N
Possible Exposure to Blood/Body Fluids	Y
Exposure to High Noise Levels	Y
Walking on Uneven Ground	Y
Exposure to Marked Changes in Temperature (Outside Temps)	N
Use of Safety Equipment (Glasses, Ear Plugs, etc.)	N
Hearing Impairment Acceptable	Y
Color Vision Impairment Acceptable	Y
Clear Vision at 20 Inches or Less Required	Y
Clear Vision at 20 Feet or More Required	Y

Harmony At Home is an At-Will employer. This job description is not intended to form a contract. Harmony At Home may revise this job description at anytime with or without notice.

Acknowledgement & Receipt: I acknowledge that I have received, read, and sought clarification of any questions I have regarding the contents of this job description.

Employee Signature:

Date:
