



of Taunton

Position: Program Director

Summary

Girls Inc. inspires all girls to be strong, smart, and bold. Our comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. These positive outcomes are achieved through three core elements: people - trained staff and volunteers who build lasting, mentoring relationships; environment - girls-only, physically and emotionally safe, where there is a sisterhood of support, high expectations, and mutual respect; and programming - research-based, hands-on and minds-on, age-appropriate, meeting the needs of today's girls and gender expansive youth.

Position Summary: Carries responsibility for program development and implementation; carries administrative responsibilities as delegated. To work collaboratively with the Director and to ensure the successful operation of programs that reflect our goals and mission and the Girls Inc. environment remains both physically and emotionally safe and inclusive for girls and gender expansive youth. The Program Director ultimately inspire all of our girls to be ***strong, smart, and bold.***

Reports To: Executive Director

Major Responsibilities:

- Model the Girls Inc. mission and vision
- Administers program, both directly and through staff and program volunteers.
- Explores changing interests and developmental needs of girls to keep up to date with changing patterns. Utilizes other sources such as girls, other appropriate staff and program volunteers and Girls Incorporated program initiatives to develop a coordinated program which will meet the needs of girls. Periodically reviews programs to ensure that they are relevant.
- Encourages agency staff and program volunteers to be creative and innovative. Inspires and motivates them to explore new and different approaches and resources to keep programs flexible and responsive so that the needs of girls are met most effectively.
- Supervises assigned staff.
- Recruits and places volunteers to carry out programs. Trains them or sees that they receive training and/or developmental opportunities as needed. Periodically assesses their work with them. Recognizes their efforts.
- Oversees Parent Advisory Committee to keep them up to date on agency projects and programs. Interprets the agency goals to them.
- Counsels girls individually or collectively, and makes referrals as needed.
- Stimulates interest and enthusiasm within the community for agency activities and interprets agency programs to interested individuals and groups. Builds contacts within the community which will expand services for girls.
- Initiates and cooperates in inter-agency collaborative efforts that serve girls and to serve as an advocate for girls in the community.
- Assumes duties of executive director as delegated. Keeps executive director informed of problems, concerns, needs, trends and unusual situations.
- Acts as a staff liaison to program committee, and/or other advisory groups as requested.
- Participates in staff meetings and conferences to share ideas and concerns and works collaboratively with other staff to meet agency goals and achieve staff objectives.
- Participates in periodic assessment of own performance, develops own goals and objectives. Takes advantage of training and other developmental/professional growth opportunities. Attends and participates in Girls Incorporated regional and national functions as agreed upon with the executive director.

- Represents Girls Inc. at community events, colleges/universities and other locations as appropriate to attract, identify and talk with potential volunteers
- Perform other duties as assigned

Position Qualifications:

Bachelors Degree, with courses in education, recreation, psychology, sociology preferred. Special consideration may be given for equivalent experience and personal qualifications in lieu of a degree.

Work experience in youth work or related field which includes some experience in supervision, administration, curriculum and course design, and community relations.

Skill in working with a diversity of people; ability to facilitate cooperative work.

Ability to communicate with children and foster their involvement and participation in program planning, problem solving, and decision making.

Ability to coordinate a multi-faceted program.

Ability to inspire, stimulate, encourage creativity and innovation.

Ability to develop and implement programs which are responsive to the needs and interests of girls.

Job Type: Full Time

- At least 21 years of age
- CPR and Pediatric First Aid Certification
- Heads-Up Concussion Training
- Commitment to Girls Inc. mission and vision
- Enthusiasm around our mission and ability to attract volunteers and interns to work with Girls Inc. of Taunton
- Excellent inter-personal and written communication skills
- Extremely organized, with great follow through
- Ability to work in team environment
- Experience working with youth programming, representing diverse cultures, ethnicity, languages and abilities

The ideal candidate will be an organized and highly motivated person that strives to inspire girls to become **strong, smart, and bold**. Advocacy skills, excellent inter-personal skills, verbal and written communication skills, creativity, initiative and the ability to motivate staff and work with others are important. Candidates must have enthusiasm around our mission and experience working with children. Reliable transportation and travel to and from our program is required.