|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Program Leader | Location: | Various Community Based |
| Department/Group: | Programming | Level/Salary Range: | Based on qualifications/experience |
| Position Type: | Part Time / Hourly | Travel Required: | Travel Required |
| Job Description | | | |
| Program Leader will be responsible for the success of The Gracie Center’s programming ensuring seamless team management and development, program delivery, quality control, and evaluation.Role and Responsibilities  * Develop and implement programming curriculum that meets the mission and vision of The Gracie Center. * Document program framework, lesson plans, and activities. * Report weekly on programs to the Executive Director or other individuals as directed. * Direct all program activities including planning, implementation, and tracking of all program material and crew attendance. * Supervise, direct, and assist in planting, harvesting, and producing needed popcorn products under the appropriate food handling and sanitation guidelines for use in the Pop-Up Shop and popcorn fundraisers during program time. (Training will be provided as needed.) * Work with Executive Director/Board of directors to ensure adequate staffing of programs based on the needs of the crew. * Ensure timesheet documentation provided by The Gracie Center is detailed and up to date each week. * Assist Executive Director to train all paid and volunteer programming staff. * Assist Executive Director to train programming related interns. * Work in coordination with other departments in instances where Crew involvement is needed. * Facilitate opportunities for job through community based trips, volunteer opportunities, and partnerships during programming time. * Collaborate with the Board of Directors Treasurer to create long and short term program budgets that support the success of The Gracie Center’s programming. * Assist with Pop-Up Shop as required.. * Delegate operational duties to appropriate staff. * Delegate programming duties, as appropriate, to part-time staff.  Qualifications and Education Requirements  * Possess personal qualities of integrity, credibility and a commitment to and passion for The Gracie Center’s mission. * Be proficient in using technology as a management reporting tool, * Have experience creating and implementing programs. * Have an affinity for recruiting, guiding, coaching, and retaining crew, while empowering them to take responsibility for their independence and quality of life. * Possess excellent verbal and written communication skills with exceptional attention to details. * Must pass drug screening and criminal background checks. * Must obtain food handling and sanitation certification upon hiring. * Be willing and able to delegate tasks as necessary.  Preferred Skills  * Share The Gracie Centers commitment to improving the lives of individuals with disabilities. * Have experience partnering and working collaboratively with many different community organizations. * Demonstrate success developing and evaluating program models, and selecting and successfully implementing programming. * 3+ years’ experience working with a diverse population of people with disabilities of varying skill levels.  Physical Demands The physical demands described here are representative of these that must be met by an employee to successfully perform the essential function of this job, reasonable accommodation may be made to enable individuals with disabilities perform the essential functions. Work requires the physical demands of standing, bending, lifting, stooping, climbing stairs, or performing other work requiring light physical exertion up to 30lbs on an occasional basis and frequent walking; or moderate physical exertion up to 50 lbs on an intermittent basis. | | | |