

POSITION DESCRIPTION

POSITION TITLE: Program Director

DEPARTMENT: Administration

SUPERVISOR'S TITLE: Executive Director

FLSA STATUS: Exempt

POSITION PURPOSE

The Program Director is primarily responsible for the planning, designing and executing for Leadership Hendricks County's (LHC) adult signature program, Youth Leadership Hendricks County (YLHC) program and Leadership Development Series. The Program Director will also support logistics and communication regarding other LHC programs and special events as requested. This position works closely with the Executive Director to implement the LHC mission, goals and objectives to ensure LHC maintains status as an elite leadership program.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Direct adult signature program, YLHC program and Leadership Development Series.

- Manage and design curriculum to meet program objectives for the adult signature program classes with input from Executive Director and program committee.
**Optional- Program Director may serve as the facilitator for some/all adult classes.
- Manage Leadership Development Series classes: secure facilitators, market series and recruit participants.
- Manage and design curriculum to meet program objectives for YLHC classes and with input from Executive Director and volunteer adult mentors. Coordinate and assign YLHC class day responsibilities to mentors.
- Facilitate program application processes and program communication for adult and youth programs.
- Coordinate logistics and communications including but not limited to facility usage, transportation, speakers, lunches, snacks, program day evaluations and post program day follow-up for all programs and special events.

OTHER FUNCTIONS

- Support special events and special communications as requested.
- Track office supplies, order and replenish as needed.
- Respond to general information inquiries.
- Attend community meetings when requested by Executive Director.
- Perform other duties as assigned.
- Supervise volunteers as needed.
- Propose, implement, and ensure compliance with organization policies and procedures.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual should have an equivalent of the following education and/or experience.

- Bachelor's degree in education, nonprofit management, business, leadership or other related field or equivalent experience.
- Prior program or curriculum development and administration experience preferred.
- Prior leadership development or adult learning experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. LHC will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Proficiency using a computer, including advanced proficiency with the Microsoft Office programs Word and Excel, the internet, spreadsheets and databases.
- Above average presentation and written skills.
- Strong decision-making and problem-solving abilities, including the ability to make judgments based on interpretation of information, when others' opinions may be in conflict, and to know when to seek assistance.
- Ability to work efficiently in conjunction with other offices or organizations.

WORK ENVIRONMENT/PHYSICAL DEMANDS

- Ability to work autonomously, yet with a small team/staff
- Ability to work in a deadline-oriented office environment on a flexible work schedule.
- Ability to work remotely or in office setting
- Ability to sit and stand for periods of time and to move intermittently throughout the workday in fast paced environments.
- Ability to push/pull, lift, move, and carry up to 30 pounds.

This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.