



Job Title:	Program Director
Reports To:	Chief Executive Officer
Work Schedule:	Full-Time
Level/Salary Range:	Negotiable

FAX OR EMAIL APPLICATION & COVER LETTER TO: ERIN@CALMWATERS.ORG

Subject Line: Program Director

Job Description

SUMMARY

Operating under the oversight of the Chief Executive Officer, the Program Director is responsible for overseeing a team in order to execute all programming efforts including center groups, school groups, program partnerships, and co-parenting seminars. Additionally, the Program Director is responsible for the training and supervision of program volunteers, Contract Facilitators, as well as non-clinical graduate and undergraduate interns. The Program Director also conducts consultation and/or counseling sessions with clients and facilitates support groups as needed.

Essential Duties & Responsibilities:

Program Duties

- Effectively manage and oversees Calm Waters support programs including center support groups, school groups, program partnerships and Co-parenting seminars.
- Provide ongoing supervision and support for the Program Coordinators.
- Develop a comprehensive evidenced-based curriculum for all programs.
- Support Program Coordinators in managing and supervising volunteers and Contract Facilitators for all programs.
- Coordinate data collection activities and analyze data for center, school, program partnership, and Co-parenting Seminar services.
- Work in conjunction with Program Coordinators to train and recognize volunteers.
- Coordinate and facilitate agency trainings on-site and in the community.
- Coordinate and facilitate Community Crisis services in the community as needed.
- Work with Program Coordinators to plan and implement annual summer camp, Camp Courage.
- Establish and oversee University partnerships regarding undergraduate and non-clinical graduate internships.
- Provide oversight, training, and supervision for all undergraduate and graduate non-clinical internships.
- Conduct therapy/consultations with children, teens, and adults and complete accompanying paperwork, as needed.

Administrative and Community Duties

- Support Center-Based Program Coordinator in conducting regular performance evaluations.
- Participate in annual department budget and monthly reports regarding revenue, client volumes and program trends.
- Participate and adhere to timeline in Calm Waters Strategic Plan.
- Plan annual Programs calendar.
- Attend regularly scheduled staff meetings, team member meetings, and program committee meetings.
- Perform other duties as assigned by the Chief Executive Officer.

ADDITIONAL SKILLS AND ABILITIES REQUIRED

- Demonstrates excellent verbal and written communications and presentation skills
- Must be knowledgeable and proficient with Microsoft Office Suite and Adobe Suite or other design software
- Must be an innovative self-starter searching for ways to simplify processes and enhance programming
- Must be able to develop , prepare and manage program budgets
- Demonstrates leadership abilities and ability to utilize reflective supervision
- Ability to work as a cooperative and supportive team member
- Ability and willingness to assist development and marketing in all events
- Ability to exercise discretion in handling confidential information and materials in compliance with HIPAA
- Ability to communicate effectively and respectfully with peers, volunteers and other stakeholders

EDUCATION AND/OR EXPERIENCE

Master's Degree in Counseling, Social Work, Human Development or a related field.

ADDITIONAL JOB REQUIREMENTS

Willingness to work some evenings.

Clearance of background check.

A strong clinical understanding of research based, clinical interventions specific to the grief experience of children and families.