



Program Director - GirlUp GVL

Summary/Objective

Reporting to the Executive Director, the Program Director is the main point of contact for programming at GirlUp GVL. Additionally, the Program Director will support and lead various other organizational activities such as program events, social media campaigns, parent/teacher communications as well as strategic program planning. The Program Director's effectiveness will be measured against their ability to build and execute on strategic and effective programming, ensure the safety and well-being of each Program Attendee, and their response to each attendee's emotional, social, educational and physical needs.

The Program Director oversees all programming and is directly responsible for coordinating & executing middle school programming, including:

- Prioritizing interest in our Middle School Program Attendees
- After school pickup
- Individual Success Planning for middle school Program Attendees
- Communication with GirlUp GVL staff, schools, parents, and volunteers
- ISP tracking/oversight for high school students
- Data collection and documentation as defined by the Executive Director
- Participation in GirlUp GVL events
- Developing relationships with students and families
- Providing support as needed to high school programming

Essential Functions

- Passionately embraces the mission, vision and core values of GirlUp GVL in all spheres of influence.
- Fundamentally committed to the program & organization, notwithstanding employment.
- Proactively & strategically plans all aspects of programming from lessons and staff coordination, to transportation and scheduling as well as volunteer support.
- Works with GirlUp GVL staff and the Executive Director to enhance the content, theories, measurables, logistics and delivery methods of all programming.
- Captures content regularly to translate and communicate the story of GirlUp GVL.
- Documents and reviews program data and individualized metrics for all Program Attendees.
- Provides consistency, security and dependability each day. Maintain strict confidentiality at all times.
- Assists Program Attendees with their academic progress including homework, additional tutoring.
- Builds relationships and trust with each program participant
- Invests in furthering Program Attendee's academic success and character development.
- Engages Program Attendees with grace, love and patience.
- Coordinates and manages weekly and monthly activities, ensuring staff, mentors and volunteers are scheduled effectively.
- Execute and manage daily program plans and activities supporting academic success and group development.
- Develops reasonable, appropriate, and personalized expectations based on each Program Attendee's abilities.
- Translates Program Attendee's goals, desires and capabilities into Individual Success Plans.
- Coordinates and interacts with volunteers and mentors ensuring they feel welcomed and comfortable to work safely and effectively with the Program Attendees.



- Assists with ongoing social media presence and newsletters through photo collection, posts, captions and promotions.
- Transport Program Attendees as necessary. Including but not limited to: after school pick-up, drop-off after program completion, to and from scheduled events, activities and field trips..
- May be required to log and administer prescription and over-the-counter drugs to Program Attendees.
- Assist with GirlUp GVL general administrative activities as needed.

Required Competencies

- Teamwork - being a team player
- Proven understanding of what it means to work with students through a "life on life" approach
- Classroom Management skills
- Leadership focus with aspiration for growth
- Personal and professional accountability
- High level of communication
- Patience and understanding
- Problem solving
- Strong work ethic
- Punctuality and reliability
- Multitasking
- Conscientiousness
- Emotional & situational awareness
- Loving aptitude
- Exceptional skill and capabilities working with children
- Strong verbal and written communication skills
- Networking skills
- Conflict resolution

Supervisory Responsibility

This position will supervise Program Assistants, In-School Facilitators, Program Coordinators, volunteers and mentors.

Work Environment/Conditions

This job operates in a variety of environments such as but not limited to the following: classroom settings, outdoors, vehicles (i.e. bus, car), events and professional meetings. This role routinely uses standard office equipment such as computers and phones. This position is required to operate vehicles to transport Program Attendees regularly.

Work Hours and Schedule Expectations

- Typical working hours will be Monday – Thursday from 11:00 - 7:00 pm, Fridays - flexible office hours
- Once a week staff meeting scheduled with the Executive Director.
- Work may extend past or before typical working hours during weekdays.
- Weekend work can be expected from time to time.

Physical Demands

- Ability to lift 10 – 20lbs on occasion.
- Ability to stand/walk for up to 5 hours.
- Ability to sit for up to 5 hours.
- Ability to safely operate vehicles for up to 4 hours.
- Ability to mentally handle stressful and/or emotional situations.



EEO Statement

At GirlUP GVL, we thrive on the differences and unique worth and value of everyone for the benefit of our community. GirlUp GVL is proud to be an equal opportunity workplace.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.