

Arrows Junior High and High School Program Directors Job Description and Contract

General Summary and Objectives

The Arrows Program Director is responsible for the implementation of goals, objectives, policies and plans developed/established by the Executive Board for WLWC, cooperating with the Board in fulfilling its governance function, and providing leadership and overall management direction of the Arrows Program:

- Ensures that the WLWC Arrows Program is provided with appropriate support systems and responsive, quality service in the areas of youth and family development.
- Assists the Executive Director and Board in maintaining and sustaining a viable, quality program that serves the youth and their families in White County. This includes program implementation and fundraising when necessary.
- Advocates among the community for We Love White County and specifically the Arrows program.

Qualifications-Program directors must hold the following qualifications:

- At least 21 years old
- Have a valid driver's license
- Pass a background check
- Have a high school diploma
- Have a background in working with at-risk youth
- Have a background in managing staff of at least four and at least twenty children
- Have excellent communication skills
- Complete the application, interview, and screening process

Duties and Responsibilities

1. Cooperates with the WLWC Executive Board in governance.
 - Assists the Board in strategic planning, developing objectives and goals, annual planning (including budgeting and program development), and in policy development.

- **Implements goals, objectives, policies, annual plans set by the Board and incorporates them into the daily operations of the organization.**
 - **Interfaces between Executive Director and staff and other center constituencies.**
 - **Provides information and reports regarding administration and operations to keep the Executive Director and Board informed (financial, programmatic, public relations, HR, etc.) as requested by the Board.**
 - **Informs the Executive Director and Board of problems or anticipated problems so that the mission of the organization may be carried out effectively. This includes issues with employees, volunteers, and clients (youth and their family).**
- 2. Supports organization's mission through program, service and product development and delivery.**
- **Understands the mission of We Love White County and Arrows and uses that as a foundation to develop programming.**
 - **Utilizes and revises the Logic Model as needed and as programming evolves.**
 - **Creates a monthly calendar of activities and informs the Executive Director of any needs or additional volunteers. (a month in advance).**
 - **Establishes relationships with the school district (administration, superintendent of schools, teachers, and social workers) to facilitate a partnership to recruit and serve the youth in our schools and the Arrows program.**
 - **Ensures the Arrows program serves the youth two days a week covering the pillars of the Logic Model, with one family engagement activity per month (this can be in the form of Arrows Church or other planned event). Any additional days will be at the discretion of the program director and executive director.**
 - **Builds a relationship with community members and businesses to facilitate a partnership with We Love White County and the Arrows program to assist in fulfilling the pillars of the Logic Model (ie. Activities B, E, F).**

3. **Fosters growth and stability of the organization, including fundraising, PR, and marketing.**
 - Serves as major representative of the organization to the staff, donors, the community and other center constituencies.
 - Develops and suggests plans for growth to the Board. Implements effectively and efficiently plans/programs approved by the Board.
 - Communicates and interacts with other community organizations (churches, help/aid agencies), governmental agencies and leaders, general community, media, donors, and prospective donors for the purpose of educating and fostering good relationships and support.
 - Networks with other life-affirming organizations toward fulfilling a common vision.
4. **Demonstrates strong servant leadership by supporting and promoting harmony and a ministry of restoration/reconciliation modeled after Christ's example; serving clients and volunteers effectively and lovingly, and supporting and promoting WLWC's vision and mission...Vision: For White County to become a thriving community/ Mission: To transform White County by cultivating relationships. Performs special projects or tasks as assigned by the Board.**
5. **Works closely with the executive director, the other program director and Board to ensure continuity of the program, establishes best practices for serving the youth and their families, and provides many opportunities for youth and family engagement in order to build trusting, lasting relationships.**

Direction/Authority

The program directors serve at the pleasure of the Executive Board and Executive Director. Under the general direction of the Executive Board the program directors provide leadership for the organization. Manages staff (employees and volunteers).

Pay

Arrows program directors will be paid \$18,000 the first year of service with future raises as funding permits.