



Program Director Position Description

For over 20 years **Hartford City Mission** (HCM) programs have met the needs of North Hartford families and children through Biblically-Based character development, academic support, and building connections with families, schools, and local churches to create a successful life path for youth growing up in a culture of generational poverty. HCM includes three after-school program sites for children in grades 1-8, a summer day camp for elementary school students, a weekly in-school program, a high school Young Life outreach, a youth employment initiative, and parent empowerment meetings.

Program Director Position Summary

The Program Director is responsible for directing HCM's core children and youth programs. This includes program design and direction, management of all program staff, curriculum, volunteers, outcome measures, program fundraising, and quality assurance. This is a full-time salaried position including subsidized healthcare benefits and paid time off. The Program Director reports directly to the Executive Director and collaborates with peer leaders on HCM's staff.

Program Director Responsibilities

- Along with the Executive Director, recruit, hire, and train program staff, and oversee training and development of program volunteers.
- Ensure continual growth and quality of program via regular observations, a staff development and evaluation protocol, and collection and evaluation of program, volunteer, and student data.
- Plan, develop, and standardize program content including bible-based character development curriculum, homework help, work force development, and supplemental activities.
- Support Executive Director with program fundraising including; grant writing, events, and donor cultivation.
- Plan, organize, and oversee transportation during school year and summer programs.
- Work with the Executive Director to build community and parent outreach, support, and engagement initiatives, including school and church partnerships and family recruitment and support.
- Help maintain complementary HCM programs, events, and administrative responsibilities associated with the Christmas Store, community events, fundraising, and other related functions.
- Facilitate sign up, family communication, and enrollment of HCM children and youth in partner summer and winter overnight camp experiences.
- Provide Executive Director and Board of Directors with program reports including but not limited to student and volunteer attendance, staff updates, program fundraising, budget requests, event updates, church onramp data, and other pertinent information.

Qualifications

- Genuine and growing faith relationship with God through Jesus Christ.
- Bachelor's degree in related fields preferred with additional experience in program and leadership development.
- Experience in program fundraising including, grant writing, events, and donor cultivation. Experience with eTapestry and QuickBooks a plus.
- Project management, organizational, negotiation, conflict resolution, problem solving, critical & creative thinking, and decision-making and crisis management skills.
- Experience in recordkeeping using various technology formats.
- Must have a valid driver's license and access to a privately maintained vehicle.

If interested, please send a cover letter with resume and 3 letters of recommendation (one from your pastor, one from an employer and one of your choice) to Dave Ambrose, davea@hartfordcitymission.org