



**Junior
Achievement®**

of the Palm Beaches & Treasure Coast

Director - Programs

POSITION TITLE:	Director of Programs
DEPARTMENT:	Program
STARTING SALARY:	\$50,000 - \$60,000
REPORTS TO:	President

POSITION CONCEPT:

This position directs the program component of the organization. Assures that all daily operations of Junior Achievement programs are implemented, including management of support and program staff and all administrative procedures, and develops budget and yearly planning calendar for all programs. This position acts as the chief program liaison to the Board of Directors. This position coordinates the development of new initiatives and manages the initiatives when necessary and appropriate.

PRIMARY RESPONSIBILITIES:

1. Assigns responsibilities to Program staff. Develops and delivers needed presentations.
2. Assigns responsibilities to Program staff who recruit and renew commitments of schools/teachers. Develops and delivers all presentations to schools/teachers.
3. Assigns responsibilities to Program staff who recruit and renew commitments from business leaders in order to secure top caliber consultants and maintain program quality. Develops and delivers all needed presentations.
4. Assigns responsibilities to Program staff who assure program quality through phone calls, classroom monitoring, participant servicing, evaluation instruments and newsletters. Continually provides feedback, program materials and resources to consultants and teachers.
5. Assigns responsibilities to Program staff who develop and implement all volunteer orientation programs, i.e., securing location of training, developing orientation materials, scheduling volunteers/teachers, ordering program materials, distributing registration and evaluation forms.
6. Assigns responsibilities to Program staff who develop and implement methods of volunteer recognition, i.e., planning logistics of event(s);

- informing consultants, teachers, school administrators and business executives of event; planning and distributing appreciation materials.
7. Assigns all program related Board Committees to Program staff who carry out specific functions so the goals of the Board can be achieved.
 8. Develops a budget for all programs and program related activities, and a yearly calendar for the Program department that includes timetables, procedures and responsibilities to be accomplished. Manages Program department records in line with organizational standards and objectives. Implements a plan to coach and develop skills of Program Managers, camp staff and/or administrative staff. Submits registration forms to national Headquarters.
 9. Assumes responsibility for all reports to JA USA and for developing data as necessary for local use.
 10. Is the primary liaison with each county's School Board staff.

EDUCATION/EXPERIENCE REQUIRED:

Required:

Bachelor's degree or equivalent. Five or more years JA or related experience education experience is preferred. Strong oral/written communication, interpersonal, organization/planning and problem solving skills. Computer literacy. Self motivation.

Desired:

Excellent computer skills. Experience in education or business, and in marketing and sales. Management and leadership qualities. Established relationships with area schools, businesses, and Board of Directors and a familiarity with budgeting

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

Submit resumes via e-mail to:

**Claudia Kirk Barto
President
JA of the Palm Beaches & Treasure Coast
cbarto@juniorachievement.com**