



POSITION DESCRIPTION

<u>Date:</u>	September 1, 2022
<u>Job Title:</u>	Director of Programs
<u>FLSA Status:</u>	Exempt
<u>Reports to:</u>	Executive Director
<u>Supervises:</u>	Challenge Day Facilitators
<u>Salary Range:</u>	\$85,000 - \$110,000

Challenge Day is a nonprofit organization committed to building empathy and compassion through transformative experiential programs that support emotional well-being, build cross-cultural connections, reduce conflict, and positively influence educational achievement. Since 1987, Challenge Day has been the pioneer in social-emotional learning work focused on unlearning bad habits, restoring relationships, and finding growth opportunities. Now more than ever, our work is in dire need.

Job Purpose

Work collaboratively to help accomplish the Challenge Day Vision and Mission to bring healing, hope, connection and love to teens and their communities by successfully performing as Director of Programs. Cultivate the effective development, performance and evaluation of Challenge Day Programs and Challenge Day Facilitators.

The Director of Programs will lead with clear, strong responsibility for the continuous improvement of Challenge Day programs to ensure quality, relevance, and impact. The Director of Programs will conduct program evaluation, research, establishment of best practices, and consultation with thought-partners and experts in education, mental health, trauma, etc.

Essential Job Results (Functions)

- Oversees the day-to-day performance of highly effective Challenge Day programs and services
- Oversees the program development and training office functions
- Supervises all Challenge Day Facilitators ensuring the effective and consistent performance of their duties
- Oversees facilitator training and development
- Ensures the annual evaluation of facilitator performance

- Ensures the day-to-day care, health, and motivation of Challenge Day Facilitators and supports their equitable, positive, and mutually-beneficial interpersonal relationships.
- Approves all promotions and pay scale changes for Challenge Day Facilitators in conjunction with Executive Director.
- Develops the training, education, and ongoing professional and personal development of Challenge Day Facilitators in conjunction with Senior Program Manager.
- Oversees the development and implementation of effective Challenge Day Facilitator policies, performance guidelines, and evaluation tools
- Approves the modification of programs from Senior Program Manager and Script Committee to meet the continuously changing needs of Challenge Day
- Oversees the evaluation of Challenge Day programs and services and other evidence that supports their effectiveness
- Tracks, processes, and analyzes feedback from clients, students, and participants regarding Facilitator effectiveness
- Assists with developing related business and funding plans
- Manages and responds to all day to day “crisis management” issues
- Confirms and sends monthly facilitator calendar based on school and community needs
- Develops a process for recruiting Challenge Day Facilitators in team with Senior Program Manager
- Receive and review new facilitator applications, put information in SEVA and set up interview files
- Conduct phone interviews for facilitator candidates in team with Senior Program Manager
- Send out results of each step of the process to applicants
- Assists with fundraising initiatives for the organization
- Assists with finalizing the annual budget for Program Department
- Continues their ongoing personal growth

Organizational Challenge Day Leadership:

- Works with the Founders, Board of Directors, Deputy Executive Director, and all staff to meet the objectives related to Challenge Day and its strategic plan
- Participates in the setting of business growth goals
- Assists with Human Resources and employee relations matters by reviewing policies and, as necessary, investigating employee issues
- Acts as an expense approver and check signer, as needed
- Serves as a member of the Challenge Day Leadership team
- Acts as a spokesperson for Challenge Day as necessary at key meetings and conferences
- Delegates effectively while continuing to mentor and support staff
- Promotes organizational culture that fosters the Challenge Day culture
- Develops and fosters an environment that maximizes employee growth and retention
- Recruits, hires, motivates, and retains highly qualified and dedicated facilitators

- Represents the organization responsibly and professionally at public functions and in regular Challenge Day meetings
- Attends Challenge Day program to ensure the overall quality of facilitation

Develops and Maintains Excellent Relationships with Entire Challenge Day Team by:

- Learning, modeling, and practicing open, direct, honest and compassionate communication
- Being committed to creating a world in which every child feels safe, loved and celebrated
- Demonstrating the possibility of love and connection through the celebration of diversity, truth and full expression

Environmental Conditions: Office environment; occasional travel.

Physical Conditions: Duties may require maintaining a physical condition necessary for sitting and standing for prolonged periods of time. Duties require computer use for prolonged periods of time and occasional lifting 25 lbs. or less. When performing as a Challenge Day facilitator, duties require maintaining a physical condition necessary for work in enclosed spaces, often school gymnasiums; sitting for long periods of time when traveling (including airplanes and automobiles); standing for prolonged periods of time, speaking to large group for multiple hours – using handheld microphone; and lifting up to 50 pounds.

Education and Experience:

- BA degree in related field or related experience.
- 5+ years of organizational Challenge Day Leadership experience in a senior role
- 5+ years supervising a significant number of staff
- Demonstrated knowledge of training and education principles.
- Demonstrated commitment to Diversity, Equity and Inclusion
- Nonprofit experience preferred

Additional Skills Required:

- Deep knowledge of the Challenge Day principles, practices, programs, and models.
- Ability to research and understand complex documents.
- Extraordinary attention to detail.
- Effective written and oral communication skills.
- Proven Challenge Day Leadership and management skills.
- Exception organizational, time management and multi-tasking skills
- Strong ability to self-manage and self-motivate.
- Sincere desire and belief that we can create healthy teens and communities
- Valid Driver's License with clean driving record

Relevant Experience (preferred, not required):

- Strong foundation in Social and Emotional Learning, specifically as it relates to best practices in education
- Experience with Curriculum and Instruction Development
- Previous experience facilitating various Professional Development trainings