



PROGRAM DIRECTOR

POSITION DESCRIPTION:

The Director is the key management leader of the San Joaquin DRC. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include program oversight, hiring and training staff, and community outreach. The position reports directly to the President and Directors of Freedom Through Education

POSITION RESPONSIBILITIES:

Financial Performance and Viability:

1. Develops resources sufficient to ensure the financial health of the organization.
2. Responsible for the fiscal integrity of SJDRC, to include submission of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
3. Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
4. Ensure that sound bookkeeping and accounting procedures are followed
5. Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization

Organization Mission and Strategy:

1. Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
2. Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of Freedom Through Education Campus
3. Responsible for implementation of Freedom Through Education Campus's programs that carry out the organization's mission.
4. Responsible for the enhancement of Freedom Through Education Campus's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Organization Operations:

1. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
2. Responsible effective administration of DRC operations.
3. Responsible for the hiring and retention of competent, qualified staff.
4. Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
5. Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained
6. Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
7. Oversee the planning, implementation, execution and evaluation of special projects
8. Determine staffing requirements for organizational management and program delivery
9. Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff
10. Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
11. Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission
12. Ensure that all staff receives an orientation to the organization and that appropriate training is provided
13. Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
14. Coach and mentor staff as appropriate to improve performance
15. Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures

Community relations advocacy:

1. Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
2. Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization

QUALIFICATIONS:

Education:

1. The Program Director/Center Manager shall possess either: 1) a Master of Arts (MA) degree from a granting institution accredited by the Western Association of Schools and Colleges (WASC) or its equivalent and a minimum of three (3) years of experience working with parolees, or 2) a Bachelor of Arts (BA) or Bachelor of Science (BS) degree and a minimum five (5) years of experience working with parolees.

2. Additional experience may be substituted for the educational requirement on a year for year basis. A minimum of five (5) cumulative years of documented experience demonstrating a history of administrative or program responsibility in services for parolees or other criminal justice populations may be substituted for the educational and work experience.