

Program Director

POSITION SUMMARY

The Program Director at Delta Gamma Center supports the learning and development of children who are blind or visually impaired and their families. Our service model is family-centered and involves a holistic, multidisciplinary team approach to bringing critical resources to children, their families, and caregivers.

RESPONSIBILITIES

- Works in collaboration with the executive director and other program directors on needs assessments and program evaluation; opportunities to improve, expand and innovate services for children and families; and development and facilitation of training for staff, volunteers, parents, and other professionals
- Directs the design, implementation and evaluation of programming for school-age children and their families based on needs assessments, client satisfaction and evaluation data
- Works collaboratively with marketing and development staff on client and volunteer outreach efforts directed at program growth
- Provides family support services to children and families (children ages birth through high school) including support in managing client referrals and intake
- Assists with group child and family activities and events

QUALIFICATIONS

- Master's degree in social work, special education, or related field is required
- Five years of experience providing direct services to children and families; experience working with children with disabilities and their families is required; experience working with children with visual impairments is preferred
- Possess strong interpersonal and communication skills with children, families and professionals from diverse backgrounds; experience working on behalf of underserved children and families is a plus
- Strong planning and organizational skills
- Ability to work effectively with other directors, direct reports, and volunteers
- Strong skills in managing, coaching, developing and retaining individual staff and teams
- Strong technology skills including Microsoft Office (Word, Excel, PowerPoint), management information systems for case management and program evaluation, and online tools for training and connecting families to resources

REPORTS TO

Executive Director

TERMS OF EMPLOYMENT

- Full-time (37.5-hour work week) with some evening and weekend hours
- Must have a car and maintain a valid driver's license, auto insurance and acceptable driving record to meet travel requirements of service area
- Background check, drug screen and health certification completed upon offer of employment
- Must be physically able to lift or move up to 25 pounds; push/pull and lift equipment and supplies; assist children by bending, crouching, kneeling, sitting in chairs and/or on floor; and stand, sit or drive for long periods

BENEFITS

Delta Gamma Center is an equal opportunity employer and offers benefits (according to employment classification), including:

- Medical and dental insurance
- Life, long-term and short-term disability insurance
- Defined contribution pension & tax-deferred annuity plans with an employer contribution
- Paid time off: vacation, sick leave, personal time, holidays, winter (one week) and summer (one week) breaks
- Professional development opportunities: educational reimbursement, conferences and trainings
- Mileage reimbursement

Learn more at www.dgckids.org.

To apply, email a resume and cover letter to employment@dgckids.org.