

Job title	Program Leader
Reports to	Program Manager
Position Value	Hourly \$12

Job Purpose

The **Program Leader** will implement our “Discover Your Future” after-school enrichment program. The position involves working with youth in grades 3-6, FFK staff, volunteers, and community organizations. The ideal candidate is enthusiastic, has a passion for working with kids and volunteers, and a personal interest in youth programs. This position requires excellent leadership and communication skills.

Hours Per Week: 12-15 between 2:00pm-7:00pm

Program Start/End Dates: June to May

Duties and Responsibilities

All responsibilities listed below are essential to the satisfactory performance of this position.

- Implement the 2 hour Discover Your Future out-of-school time program at 2-4 different program locations
- Facilitate the delivery of program curriculum effectively
- Manage large groups of youth and volunteer mentors
- Conduct volunteer meetings 30 min. prior to the program
- Communicate with parents, staff, liaisons and partners when required
- Maintain a harmonious relationship with host site staff and program liaison
- Assist with volunteer training and reinforce this training while facilitating the program
- Participate in ongoing mandatory training
- Manage program logistics, supplies, daily set-up and clean-up, attendance lists etc.
- Assist with Discover Your Future program registration and promotion to youth, volunteers and parents
- Assist with promotion of sport’s camps and special events to youth, volunteers, and parents
- Communicate with Program Manager and Coordinator regarding all program details
- Provide Program Manager and site partners with regular program updates
- Assist with large-scale sports and fitness camps (3 annual)

Qualifications:

Qualifications include:

- Experience managing youth programs and activities
- Ability to educate, inspire, motivate, empower, manage, and lead youth participants and adult volunteers
- Ability to delegate responsibilities to adult volunteers
- Classroom management skills
- Strong leadership skills
- Reliable transportation with space for transporting program supplies and sports equipment
- Excellent organizational and communication skills
- Experience training others

Working Conditions

You will be responsible for evening, weekend work, and working outdoors.

Physical Requirements

You may be called upon to lift objects in the storage area, program events, and fund development events.

Direct Reports

Executive Director and other as designated by Executive Director.

Approved by:	
Date approved:	
Reviewed:	