Title: Program Director

Essential Function

Under general supervision from a designated administrator, direct, design, develop and manage programs.

Characteristic Duties

Direct, plan, manage and facilitate programs.

Direct project teams, oversee group programs and provide instruction.

Perform needs assessment by evaluating programs for quality, appropriateness of content and effectiveness of materials and make recommendations.

Develop and write program materials, address inquiries, provide information and maintain records.

Oversee budget, approve and monitor expenditures and prepare financial reports.

Develop and implement policies and procedures.

Act as a liaison with internal departments, external entities and community organizations.

May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor’s degree with three (3) years experience; -OR- Associate's degree with five (5) years experience; -OR- seven (7) years experience. Experience must be in program development or business administration. Experience must include at least one (1) year of supervision.