



ROLE DESCRIPTION

Role: Program Director, Little Village

DEPARTMENT: Youth

REPORTS TO: Little Village Director

CLASSIFICATION/ STATUS: Part-Time (29 Hours/Week or less)

Hours may vary from week to week according to the season/stay & play schedule. The work is primarily conducted at Little Village Stay & Play Site, 2420 Harrison Ave, Cincinnati, OH 45211. Some of the time may be spent working remotely or in the community to develop curriculum and partnerships.

GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES: The Little Village Program Director is responsible to lead and set the direction for the program maintaining consistency with the Vision and Mission of CGM. The objective of our Youth Programs is to support and help improve the lives of financially under-resourced youth and their families. Our work seeks to provide physical, mental, social and spiritual benefit as defined by WINS. The Youth Program Director is responsible for maintaining and growing her/his program with young people and their families. *(WINS is the methodology that City Gospel Mission uses to measure our impact on the head, heart, body and soul of participants.)*

MAJOR POSITION RESPONSIBILITIES:

1. Conduct the work of this role in a manner that is aligned with the ministry's core values of being: Godly, builders of meaningful Relationships, Compassionate and focused on Positive Transformation for Ourselves and Participants in our Programs.
2. RESPONSIBLE for (owned and completed by the employee in this role):
 - Being the program representative and face of this work to the public.
 - Working with the Church Partnerships Director or VP of Youth to assess external program interests (e.g., churches, schools, Y's, service organizations, etc.)
 - Responsible for developing and engaging with current and potential partners.
3. ACCOUNTABLE for (overseen by the employee, but others may be doing this work):
 - Creating and communicating overall program vision and strategies. Additionally, this includes execution, processes development/management, and program/ministry development and evaluation (this includes research when necessary)

- Being on site as needed for families to participate and play, committed to engaging with families and children during play and maintaining atmosphere of space.
- Understanding of WINS as a whole and for individual WINS– how to train staff, on the collection, and reporting processes
- Curriculum approval/development
- Maintaining program specific data and information (e.g., volunteer registration, participant registrations, data needed for grant writing, etc.)
- Background and reference checks of volunteers; involved in the decision-making process for potential child abuse cases and gray areas resulting from background checks
- Coaching, training, developing program staff and volunteers/interns (i.e., non-paid) members
- Coordination of program specific events
- Managing in-kind donations
- Engage community for program awareness and participation

4. Other Actions

- Program specific training, onboarding of volunteers and staff, and ongoing communication, engagement, and support
- Working closely with Operations Team Director and Youth Vice President to sustain, grow, and reproduce the ministry
- Recommend from best practices across the ministry ways to engage children and families
- Working with the Youth Vice President to increase our youth programs in the Urban Core
- Working with other relevant CGM programs for potential partnership opportunities
- Working with Communications Director and Youth Vice President for key “PR” activities and crisis management
- Working with Youth leadership to develop a succession plan
- Working with the Youth Vice President to create and promote Youth pipeline
- Development of the calendar of program events/activities and the planning and execution of those events/activities
- Development and renewal of material/video production and program presentations & pitches
- Storing program materials (physical materials, computer files, etc.)
- Providing budgeting input and ongoing budget management for program
- Providing program details, statistics, and input for grants and help
- Prayer in general and encouragement of volunteers
- Participate and partner with Development to apply for grants
- Being an ongoing resource to the volunteers
- Visiting/checking-in with churches/sites
- Scheduling and reporting special groups and classes

5. Curriculum Development Specifics:

- Help develop age-appropriate themes and play materials to rotate seasonally
- Help to determine and gather materials and resources as needed
- Be involved in implementing and assessing the necessary curriculum
- Help with social media sharing of educational and resource updates
- Attend mandatory meetings such as, the Biannual CGM All Staff Meeting, CGM Monthly Prayer Days, and All Youth Staff Meetings

As with all CGM staff, the person in this role will complete other work-related duties as assigned.

PERSONAL REQUIREMENTS:

1. Have the personal experience of receiving, by faith, Jesus Christ as Savior and Lord and be actively involved with a local church.
2. Have a passion to see men, women, and children come to know Jesus Christ as their personal Savior and Lord.
3. Have a personal fellowship with the Lord, which includes daily prayer and Bible study.
4. Agree with and sign the statement of faith and mission essentials of City Gospel Mission.
5. Have a personal conviction to serve people of all ethnicities with genuine care and equity.

PHYSICAL REQUIREMENTS:

1. Is able to move and function consistently through the play space to engage with the participating families and address any issues quickly.
2. Is able to organize and clean basic facilities.
3. Is able to lift a small child.
4. This role requires ascending/descending stairs, arranging office/play equipment or other furnishings in a school/daycare-like setting.

SKILLS AND EDUCATIONAL QUALIFICATIONS:

1. Bachelor's Degree, strong preference for degree in Early Childhood Education, Social Work, Family Development, or related field/ or 5 years' experience within related field.
2. A team player who is well organized, productive, can put people at ease, while maintaining order.
3. Has a working knowledge of early childhood development, family development, social work, and/or trauma-based literature.
4. Has experience working with children or families with children, preferred.
5. Has a professional and friendly demeanor; can provide excellent one-on-one care.
6. Has very good oral and written communication skills
7. Proficient in Microsoft Word, Outlook, and Excel. Has the ability to do research using the Internet.
8. Is able to multitask
9. Takes initiative and follows-through
10. Must pass background/motor vehicle screen and drug test.

Updated: 10/4/24 (HR Contact, Kelly Wilson, VP Youth, John Allbrittin)