



Position Title: Program Director
Reports To: Executive Director
Classification: Exempt

Date: July 2023
Supervises: Program Team Members and Volunteers
Salary Range: \$65,000-\$80,000

General Description

Boys Hope Girls Hope of Colorado (BHGCO) Program Director leads the program team in guiding motivated high school and college students on their pathways to graduation and beyond. Through year-round outside-of-school-hours programming including tutoring, career exploration, and campus visits, BHGCO creates a culture of college ambition and college preparation for secondary students. BHGCO high school enrichment also includes service learning, character education, and life skills training to promote positive youth development. BHGCO provides post-secondary students with academic, financial, and career transition guidance in addition to some scholarship funding. Collegian support happens via individual check-ins, on-campus visits, virtual meet-ups, and matching collegians to the best support resources available on their university campuses. The program team strives to do all of this in a nurturing, respectful, and culturally fluent environment consistent with the values of Boys Hope Girls Hope.

The Program Director works closely with and reports directly to the Executive Director.

Major Areas of Responsibility

1. Team member recruitment, training, development and evaluation
 - a) Hires in partnership with Executive Director, trains, coaches and evaluates program team for effective and competent service delivery according to BHGCO quality standards. Ensures meaningful goals are developed and achieved by team. Provides opportunities for growth and learning. Facilitates internal and external training opportunities. Cultivates productive and positive team working environment.
 - b) Develops and leads culturally responsive team to evaluate and deliver services, encourage family engagement and school and community partnerships.
 - c) In coordination with team, identify and develop meaningful volunteer roles that support scholars and collegians. Provide meaningful stewardship and engagement of program volunteers.
 - d) Currently program team members includes: three full-time Program Managers; one full-time Post-Secondary Program Manager; one part-time Volunteer Coordinator and can include several part-time support Program Associates.

2. Program Services

- a) Design and advance program vision in two main programs: Academy Program at Aurora Central High School and Regis Jesuit High School with approximately 75 youth; Post-Secondary College Programs for approximately 50 graduates of Academy Program.
- b) Oversees all aspects of program services on a daily basis which includes but is not limited to Academy activities, academic counseling and tutoring, school advocacy and communication, social-emotional and mental health services, character and life-skills development, crisis management, parent engagement, youth safety, service planning and goal progress meetings. Leads in development of affordable pathways for collegians.
- c) Develops and maintains quality community, school and college/university partnerships.
- d) Provides recommendations and input to develop the program budget and ensures cost containment according to the budget.
- e) In coordination with the Executive Director, strategically positions the organization for growth and expansion. Regularly manages data collection and analysis for network compliance and effective program planning and evaluation.
- f) Develop and report on key performance indicators, program outcomes and results. Prepare informative reports for the organization, board of directors and community. Use data to inform program planning.
- g) Ensure effective scholar participation in BHGH network-wide and local programming. With input from team conduct annual program planning that supports the BHGH five development pillars (academic, social, emotional, physical and spiritual). Evaluates, develops and implements structure for pre and post scholar support services.
- h) Participates in and coordinates the participation of scholars and program staff in community engagement and events necessary to procure support for this privately-funded organization. Provides professional and engaging representation of program in the community.
- i) Acts as liaison to the Program Committee of the Board of Directors. Facilitates useful and meaningful committee activity. Participates in board meetings.
- j) Participates in Program Leadership groups and activities for the BHGH national network. Attends 1-2 BHGH national conferences per year in St. Louis, MO (or other U.S. affiliate cities).

3. Referral Marketing and Community Networking

- a) Supervise the scholar referral process to ensure qualified and steady stream of diverse scholar candidates. Provides regular stewardship and communication to referral sources. Engages others in spreading the word about BHGHCO program.
- b) Facilitates the multi-stage application process for potential scholars and makes admission decisions in consultation with the Executive Director, Program Committee and program team. Maintains a full cohort of scholars Academy Program.
- c) Establishes and maintains a solid network within the community of youth development, college access and family support services in order to complement BHGH.
- d) Maintains an active schedule of community networking, speaking on behalf of the organization, facilitating tours and visits to promote the program to various audiences. Works in coordination with Executive Director and the Development Team.

4. Collegian, Alumni and Aftercare Services

- a) Supervises and supports the Post-Secondary Program Manager in providing targeted college-access and preparation to all scholars, in conjunction with BHGH network headquarters standards. Coordinate curriculum appropriate for volunteer or specialty help, broadening the source of college preparation for all BHGH scholars. Support Post Secondary Program Manager in scholarship process, including financial assistance, for all collegians.
- b) Evaluate and make recommendations for post-secondary support services for all BHGHCO collegians including those at two, four-year college/university and community colleges.
- c) Evaluate and recommend activities to increase support for career-readiness and success.
- d) Evaluate and recommend activities and strategies to increase alumni engagement. Support alumni activities & events.
- e) Provides case management assistance for non-collegian alumni on an as needed basis. Evaluate and implement guidelines for “post-care” services.

5. Other Duties

- a) BHGHCO is a small, privately funded organization relying on a competent, motivated team to accomplish its mission of nurturing and guiding motivated young people in need to become well-educated, career-ready men and women for others. This requires flexibility and willingness of all team members to occasionally participate in other duties as assigned.

Critical Criteria

Applicants must:

- a) 10+ years of experience and a proven track record in managing teams for results, and developing individuals; proven management experience supervising 5+ full-time, direct reports strongly preferred.
- b) Knowledge of collegiate admissions and scholarship processes.
- c) Post-graduate degree/certificate in Education, Educational Leadership, Nonprofit Administration, or Curriculum Development is preferred.
- d) Possess a valid CO driver's license and a good driving record

Certification in CPR and First Aid will also be required as a condition of continued employment.

Required competencies for success:

- a) Ability to set, measure, and implement programmatic goals
- b) Knowledge of teaching and evaluation methods to interpret testing, college transcripts, etc.
- c) Proficiency in a variety of technology tools and social media platforms
- d) Ability to communicate clearly and effectively with young adults and adolescents, parents and guardians, colleagues, college administrators and other audiences verbally and in writing
- e) Ability to coach positive study habits; problem-solving skills; self-advocacy skills
- f) Ability to develop appropriate relationships with different populations, including scholars and their families; Sensitivity to different religious backgrounds, and cultures
- g) Conversational fluency in Spanish is preferred
- h) Flexibility to manage several projects and activities at the same time
- i) Ability to manage a budget
- j) Ability to provide training, constructive feedback and supervision of team members and volunteers
- k) Professional work habits and dress

Benefits

- Health and Dental coverage, with a 20% employee contribution toward the premium (50% employee contribution toward dependent care coverage) through Christian Brothers Services
- Employer-Paid Term Life Insurance, with an AD&D clause, that provides a benefit of 1.5 X your annual wages up to maximum benefit of \$50,000
- 15 paid time off (PTO) days, which can be used for either vacation or sick time, and 11 paid BHGH holidays per year
- Disability Program, which is effective after 90 days of disability, on a prorated basis at 66 2/3% of salary, to a maximum benefit of \$5,000 per month
- 125 Flex Benefit Plan
- Voluntary Vision Plan – 100% Employee-Paid premiums
- Voluntary Term Life Insurance Plan – 100% Employee-Paid premiums
- Education Assistance Plan after one year of employment
- 401(k) Plan with 3% match after one year of employment

Working Conditions

This position requires the ability to travel to between BHGHCO office, two Academy school sites (Aurora Central HS and Regis Jesuit HS), area universities and events. Some remote work is also negotiable. Must be able to provide supervision to adolescents and young adults in a school, classroom and community setting.

To submit resume and coverletter, go [HERE](#).

Questions: mftharp@bhgh.org