

Glen Ellyn Children's Resource Center (GECRC)

Job Title: Director of Program and Volunteers

Location: Glen Ellyn, IL

Hours: 35 hours a week; 52 weeks

Primary Purpose of the Job:

The Director of Program and Volunteers will oversee the direction and scope of all GECRC after-school and summer programs. This includes the evaluation of programs, mentoring and professional development of program leadership, and the use of best practices to guide and expand programming. In collaboration with the Executive Team, the Director of Program and Volunteers will implement and operationalize the strategic vision and mission of the agency. This position serves as a member of the Executive Team and is the staff liaison to the Board of Directors Program Committee.

Essential Responsibilities

- Supervises program coordinators, who are responsible for the daily operation of after school and summer programs. Provides coaching and performance feedback to program staff in their pursuit of professional and personal development while advancing the agency's mission.
- GECRC Summer School program supervision, support, and community partnership development.
- Volunteer Coordinator supervision; volunteer orientations, use of volunteer management software Volgistics.
- Hiring, training and supervision of staff and interns; responsible for maintenance of staff and intern job descriptions and hours.
- Develop and utilize internship opportunities.
- Student policies, procedures and registration paperwork maintenance.
- Development and implementation of evaluation protocols (surveys, data reports, etc) to measure program outcomes and performance.
- Responsible for providing data to the Executive Director and Board of Directors, in particular for budgets, grants, annual report, board reports and other needed information. Develops and/or assists with funder relationships as needed.
- Liaison to community organizations, School District personnel, and Board of Directors Program Committee.
- Develop vision and strategy for program innovation through the ongoing pursuit of new ideas and service improvement in collaboration with program leadership.
- Communicate effectively with staff, students, parents, volunteers and other professionals.
- Demonstrate professional and ethical standards; with a commitment to inclusion.
- Participate in on-going training as well as regular staff meetings.
- Meet professional obligations through efficient work habits.
- Resolves conflicts productively and engages others, as appropriate, in decision making.
- Perform other duties and responsibilities as assigned by the Executive Director.
- Be able to engage in active movement with the children; perform some minor lifting

Required Experience and Education:

- Bachelor's degree (Master's degree preferred) from an accredited institution in education, social work, human services, or equivalent field
- Management/program experience in a social service or a community organization; preference of at least two years experience working with students in a K-8 setting and/or ELL population.
- Minimum of 2 years supervisory experience
- Passionate advocate for reducing the educational achievement gap with a commitment to the mission and goals of GECRC.
- Leadership and management experience; ability to motivate staff, volunteers and students.
- Understanding of refugee, immigrant and under-resourced populations.
- Bilingual/Bicultural-English/Spanish, strongly preferred
- Demonstrated experience and achievement in working with evaluation methods to measure outcomes and overall performance
- Demonstrated experience in budget preparation and fiscal management
- Able to work flexible schedule, including some evenings and weekend hours
- Highly developed organizational skills and able to manage multiple priorities in order to better achieve goals
- Excellent interpersonal and written/spoken communication skills; ability to perform public presentations.
- Ability to work independently and in a team setting; strong initiative, follow-through

How to Apply

Please send cover letter, resume and two references to lharding@gecrc.com

Statement of Nondiscrimination

Glen Ellyn Children's Resource Center is an Equal Employment Opportunity Employer providing equal employment opportunities without regard to race, creed, color, sex, age, religion, sexual orientation, disability or national origin. Glen Ellyn Children's Resource Center utilizes only job-related criteria in making decisions concerning applicants and employees.