



Job Announcement **PROGRAM DIRECTOR**

Background and Summary

Camp of Dreams was founded in 2003 and became a 501(c)(3) agency in October 2004. It grew from a parent organization's pilot project with the aim of inspiring underserved Chicago youth to make their dreams real through an expanded educational program. It is for children ages 8 to 14 and offers after school and Saturday (twice per month, 18 sessions) programs during the school year and, traditionally, a three-week summer camp which includes a weekend overnight experience with exposure to a wide range of educational and cultural activities and community building.

Job Overview

The Program Director (PD) is responsible for ensuring the viability and success of all of Camp of Dreams' programs, which include summer camp, Saturday programs called "Community Days", after-school activities during the school-year and a week-long college tour. Reporting to the Executive Director, the Program Director interviews and recommends for hire all program instructors and counselors. The PD supervises trains and evaluates all program instructors and counselors and ensures budgetary compliance of all programs. The PD works in close collaboration with Executive Director and the program committee. The Program Director serves as the Camp Director for the summer camp and must be available to lead the week-long College Tour, if scheduled.

Specific Duties include:

Program (50%):

- Responsible for planning and executing all aspects of Camp of Dreams programs
- Insure that programs include character building
- Evaluate and improve programs
- Serve as the public face for recruitment of youth and parent participation
- Coordinate interaction with program partnerships
- Carry out daily program tasks related directly to the position scope and responsibility.
- Develop long range goals, objectives and priorities for all programs.

Administrative (20%):

- Maintain registration records for all youth
- Conduct and analyze program evaluations with participants
- Recruit, interview, and recommend for hire program instructors and counselors
- Orient, supervise, train, and evaluate program staff and volunteers as it relates to program activities
- Manage and approve program staff schedule and payroll.
- Confirm and update all necessary and appropriate insurance for programs
- Coordinate yearly application for the ACA Title XX funding and reporting
- Recruit and manage program volunteers
- Insure all program instructors, counselors, and volunteers meet background check and TB test requirements
- Maintain accurate statistical reports to meet various reporting requirements

Fundraising (10%):

- Assist with solicitation of in-kind donations for program operation
- Assist in preparation of grants and reporting processes
- Support all fundraising efforts of organization
- Participate in Annual Fund Drive

Communications (10%):

- Develop program brochure, annual report, and other outreach materials
- Assist with restructuring and ongoing maintenance of organizational website
- Media and PSA placement of program calendar to support recruitment efforts
- Maintain contact list of organizational and professional outreach opportunities
- Maintain resource file of other possible services available to families

Financial Management (5%):

- Manage receipt of all program fees
- Timely submission of payment requests
- Assist in preparation of annual budget, income and expenses for all programs
- Operate within approved budget guidelines as it relates to each program area

Board Relations (5%):

- Liaison to Marketing and Communication Committee
- Liaison to Program Committee
- Manage board volunteer opportunities
- Attend quarterly board and requested committee meetings
- Participate in annual retreat

Position requirements:

A four-year college degree preferred; must have a minimum of one of the following: three years' experience in child care programming, and /or elementary education and/or certification. High degree of human relations skills: ability to effectively communicate and manage information to parents, children, peers, volunteers and staff. Must like to work with children. Ability to establish, collaborate, and maintain relationships with staff, board, volunteers, schools, peer organizations, and general public. Exemplify Camp of Dreams values, leadership qualities and professional image. Ability to walk up stairs and lift up to 50 pounds. A thorough working knowledge MS Word, MS Excel and database management. Ability to handle multiple tasks, work independently, problem solve and possess effective time management skills. Must have current CPR/AED or the ability to obtain certification in first 90 days of employment. Ability to pass Chicago Public School background and TB test requirements. Must also have a pre-employment drug screening.

Salary Range: \$30,000 - \$40,000

How to Apply: Qualified candidates may submit their resume with cover letter to Antoinette Wright at jobs@campofdreams.org. Resumes will be accepted until position is filled. No phone calls, please. For more information on Camp of Dreams visit www.campofdreams.org.