

Director of Curriculum and Instruction Friendship Foundation

Job Purpose

Oversee the development, administration and assessment of youth programs for children and young adults with special needs, parents and volunteers to meet the strategic goals of the organization.

Duties and Responsibilities

The Director performs a wide range of duties including all of the following:

Short-term Objectives

- Develop curriculum, budget, staff structure, policies and procedures, goals and objectives, assessments, and appropriate trainings/workshops
- Develop a comprehensive Volunteer Outreach Program that includes recruitment, training and retention
- Create procedures for program staff to report and document program activities
- Establish goals and expectations for Program Managers
- Ensure that all program staff receive an appropriate orientation and training to the organization

Ongoing Duties

- Research initiatives to provide creative and comprehensive programs for our kids, teens, young adults with special needs consistent with the strategic objectives of the organization
- Seek and implement opportunities for staff growth, bonding and training to increase program facilitation skills
- Supervise monthly programs and newsletter for volunteers and participants
- Implement and execute on programs to meet goals and objectives
- Coordinate with the Managing Director, to recruit, interview and select well-qualified program staff
- Oversee the program registration platform, and collection and maintenance of records on the participants of programs for statistical purposes within the confidentiality/privacy policy of the organization
- Monitor and ensure that program activities operate within the policies and procedures of the organization
- Ensure that adequate staffing is provided for each program
- Monitor and ensure that all programs are operating within budget, monitor cash flow projections and report actual cash flow and variance to the Managing Director on a regular basis (monthly/bimonthly)

- Ensure that volunteer trainings are provided throughout the year
- Implement and maintain program evaluation framework to assess each program and identify areas for improvement for staff, volunteers and participants, report and recommend changes and enhancements

Community Involvement

- Collaborate with Managing Director to develop and manage effective relationships and partnerships with key stakeholders including partner organizations and parents/families of youth
- Support the team in implementing the Skechers Pier to Pier Friendship Walk and other events
- Attend community events to bring community awareness of our programs
- Participate and support other organizational and community leadership initiatives

QUALIFICATIONS

- 5+ years of progressive leadership and management experience in a non-profit or public institution focused on psycho/social supports and education or youth development field.
- Masters in Special Education or other relevant degree required
- Passion for promoting positive and/or mentoring youth development practices and working towards social change
- 5+ years of experience supervising and training adult staff
- Excellent communication, facilitation, organization, writing, and team-building skills
- Demonstrated ability to write reports, develop programs and keep detailed records
- Experience managing data collection and evaluation implementation processes
- Able to manage multiple projects, work independently and as a team-member
- Experience working with diverse groups and communities
- Willing to work some evenings and weekends and possess a valid California driver's license and reliable transportation (Reimbursement is provided for travel between program sites)
- Able to participate in sports activities and lift more than 40 lbs
- CPR and CPI certified
- Compensation: Commensurate with experience and qualifications; health and dental benefits available

Personality Characteristics

- Passionate about improving lives of children
- Energetic, positive and outgoing
- Strong work ethic