**200.37 TITLE:**

**PROGRAM MANAGER**

**JOB DESCRIPTION**

**GENERAL DEFINITION OF WORK:**

Performs work assisting in managing and supervising the daily operation of the program as a whole and implementation of policy and public image of Boys Home within policy guidelines set forth by the Board of Trustees; does related work as required. Performs work under general supervision of the Associate Director of Program.

**TYPICAL TASKS:**

* Assists the Associate Director of Program with daily operations and seeing the mission of Boys Home carried out.
* Fills role of Campus Life Manager as needed
* Fills role of Houseparent as needed
* Coordinates the yearbook
* Assists with the planning and execution of Spring Award Banquet, Graduation and Christmas party
* Coordinates the uniform program for students
* Maintains ILSP student files;
* Records serious incidents/school incidents;
* Performs clerical and administrative tasks for both Program
* Willing to prepare and present information to the Board of Trustees;
* Assists in selecting, hiring, and training of prospective employees as related to areas of supervision;
* Assist with overseeing staff development; provide opportunities to strengthen cohesion and collaboration among staff such that staff remain mindful of the necessity of a friendly, productive working environment;
* Maintains effective communication between cottages, school, and administration;
* Monitor, manage, and ensure proper implementation of all procedural and professional requirements of the program as a whole;
* Keeps abreast of development in childcare, in government, and elsewhere that might affect Boys Home;
* Perform related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of policies, programs and procedures of Boys Home; thorough knowledge of organization and management practices and procedures; ability to establish and maintain effective working relationships subordinates and the general public; ability to maintain positive public relations with all supporting elements of Boys Home and its program; ability to communicate effectively both orally and in writing; thorough knowledge of the practices and methods of residential care of dysfunctional adolescents; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with children, officials, subordinates and the general public; ability to prepare and maintain comprehensive records and reports.

**EDUCATION AND EXPERIENCE:**

Shall have at least a baccalaureate degree from an accredited university and/or five years proven experience in planning, organizing, and implementing programs; proven experience managing personnel and working with children. Master’s degree from an accredited university preferred.

**IMMEDIATE SUPERVISOR: Associate Director of Program**