



Chaucie's Place Director of Programs - Job Description

Who Should Apply

Please apply for this position if you

- have a passion for child welfare/child protection;
- you are honest, ethical and respectful;
- are 100% professional, responsible and dependable;
- want to work in an office where creative ideas are generated and the staff is always looking for new ways to help the children and families in our community;
- are able to be small-organization-versatile and flexible...working on a fundraiser to taking out the trash;
- are detailed-oriented and take pride in the quality of your work;
- can work independently and are a self-motivator; and
- want to work in a team environment that has high standards for performance and integrity.

Job Description

The Director of Programs is responsible for managing, developing and implementing the agency's child sexual abuse and youth suicide prevention programs *Smart Steps: A Body Safety Program for Children™*, *Stewards of Children®* and *Lifelines*. Other responsibilities include helping manage special events; recruiting, training and managing volunteers; community outreach (attending community fairs, speaking engagements, etc.); and general administrative duties.

Key Responsibilities

Oversee all aspects of Chaucie's Place's programming – must be able to manage a variety of employees who have a variety of projects.

Supervise and manage Prevention & Education Coordinators.

Participate in strategic planning process and execute the strategy in a team effort.

Develop and maintain a Program Management Structure (i.e. SOPs for each program; delineated goals.)

Maintain quality control on all programs.

Stay up-to-date on the latest research and studies related to child sexual abuse and youth suicide.

Work with Executive Director on growth plans of all programs.

Proactively contact organizations that would benefit from any or all of our prevention programs.

Maintain a system to track status of prospective organizations that may implement Chaucie's Place programs.

Become an authorized Stewards of Children (SOC) Facilitator. (Chaucie's Place pays fee)

Facilitate SOC trainings for Chaucie's Place.

Maintain a system to track SOC participant's evaluations and feedback.

Become a trained Smart Steps instructor and fill in for presentations when needed.

Participate in fund development for Chaucie's Place by assisting in the planning and coordination of fundraising events for the organization.

Reporting Structure and Position Status

This is an exempt, full-time position which reports directly to the Executive Director. The average hours per week for this position are 40. Standard working hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. This position also requires after-hours (evenings and weekends) support, as needed to accommodate *Stewards of Children* trainings and community events. The Director of Programs supervises all the Prevention & Education Coordinators, the Director of Smart Steps and works directly with the Executive Director.

Minimum Qualifications

- Must be honest and have high integrity
- Supervisory experience or training (Mandatory)
- Project management experience (Mandatory)
- Bachelor's degree from an accredited university is preferred
- A minimum of 4 - 6 years of professional experience, working with a wide variety of clientele
- Strong public speaking and facilitation skills for trainings

- Demonstrated knowledge of and experience with computers and common software programs such as Microsoft Office
- Demonstrated ability to establish and maintain positive and productive working relationships with a cross section of the public, including the donor public, community groups, volunteer board and committees, staff and media required
- Demonstrated ability to communicate effectively, work under pressure, manage deadlines, maintain accountability and work independently and creatively as part of a cooperative and coordinated team

Please send cover letter, resume and references to:

Toby Stark
Chaucie's Place
toby@chauciesplace.org

4607 E. 106th Street
Carmel, IN 46033

****NO CALLS PLEASE****