



Posted: October 20, 2023

Salary: \$55,000 - \$65,000 DOE

Benefits: Medical and dental insurance, short/long term disability, life insurance, simple IRA with 3% employer match, paid holidays, PTO, fun and flexible work environment

Director of Programs

The Hodia Director of Programs responsible for the development, planning, implementation and evaluation of programs and services for all camps and community programs, which are aimed at fostering healthy management of diabetes in an atmosphere of recreation, social engagement, education and fun. The Director of Programs will work closely with the Director of Operations and Volunteer Camp Directors to ensure effective daily operations at programs.

Responsibilities

1. Ensure programs maintain ACA and other required accreditations
2. Develop the organization's annual calendar of strategic programs that reach Hodia's target audiences across Hodia's service area (Idaho, Eastern Oregon and Western Wyoming)
3. Develop and facilitate single day camps and community programs across Hodia's service area
4. Working closely with the Volunteer Camp Directors, manage the recruitment, training, scheduling and evaluation of camp & community volunteer staff
5. Develop enrollment packets, obtaining necessary components from all departments
6. Develop and work with Volunteer Camp Directors to implement curriculum that combines recreation and health education in an atmosphere of nature and fun
7. Develop and manage systems for safe and timely transportation services for participants
8. Initiate and maintain community contacts with families, schools, volunteers and other organizations and institutions to enhance programs and services and provide ongoing communication and updates that keep these constituents informed
9. Research, reserve and manage camp and community program venues and vendors that support program requirements and ensure a healthy, safe environment for programs
10. Manage program budgets within the overall budget of the organization
11. Develop and manage an effective program that transitions past campers to volunteer staff through staff appreciation and ongoing training and engagement initiatives
12. Manage supply requirements to ensure that every program has sufficient resources, including procurement and transportation
13. Recruit and manage volunteers and coordinate work parties that promote successful operation of programs
14. Ensure thorough evaluation for all programs and services
15. Participate in program fundraisers as requested

Qualifications

1. Strong understanding and appreciation of the mission of Idaho Diabetes Youth Programs and values of children and youth programming
2. Bachelor's Degree in recreation, education, human or social service related field preferred
3. 3+ years of job-related experience, such as in a non-profit, managing volunteer programs, youth development, leading teams and/or organizations
4. Proven experience of management principles and evaluation techniques related to programs that involve volunteers
5. This person is self-motivated, driven, creative, flexible and team oriented
6. Ability to communicate with, supervise, evaluate, and empower volunteers to be effective in their roles
7. Excellent written and verbal communication skills
8. Previous experience creating materials such as policies, handbooks, training materials, and/or presentations
9. Excellent networking and presentation skills
10. Ability to work well with a diverse group of staff and volunteers
11. Previous project management, planning, and organization experience with proven abilities working with a wide array of tasks, projects, and responsibilities establishing and meeting deadlines
12. Demonstrated capability to conduct one's self in an appropriate professional manner when dealing with the public, staff, and volunteers and/or difficult situations
13. Must be willing and open to working in an inclusive environment that embraces diversity
14. Works in an enthusiastic, dynamic, organized, and collaborative fashion
15. Takes initiative, can multi-task, works independently but collaboratively to meet deadlines and achieve desired outcomes
16. Knowledgeable in the use of Microsoft Office suite, Adobe, presentation, project management, publishing, and messaging applications
17. Comfortable with travel to camps or regional or domestic travel as needed
18. Ability to navigate and maneuver independently at least 100 yards on wood, dirt, or gravel trails, or other similar rough terrain, while participating in Hodia's camp programs
19. Position may require the employee to withstand exposure to variable conditions; traverse natural and uneven terrains; access temporary buildings (including tents and cabins) and lift/carry in excess of 20 pounds. Employees must also have communication skills sufficient for projecting to large groups of children in outdoor spaces and visual acuity sufficient to monitor youth safety.
20. Ability to work out of the Boise, Idaho office
21. Ability to work evenings and weekends
22. Ability to travel 20% - 35% of the time
23. Must have a vehicle and valid driver's license for work use
24. Must pass a background check
25. Must have cell phone for work use
26. Knowledge of diabetes is preferred
27. Love of the great outdoors is preferred