



Education for Exceptional People

POSITION SUMMARY

JOB TITLE: Program Manager
EMPLOYER: Leisure Education for Exceptional People
REPORTS TO: Executive Director
WEEKLY HOURS: 40+ hours per week, some non-traditional hours (evenings and weekends) are required

PURPOSE: To plan and execute programming for individuals with intellectual and developmental disabilities.

DUTIES AND RESPONSIBILITIES:

I. Program Development and Implementation

- A. Research, develop, implement, and evaluate LEEP programs which include clubs, night activities, special events, and other programming to meet the changing needs of LEEP participants
- B. Oversee budgets and program expenses for programming
- C. Complete monthly activity calendar for newsletter which includes writing, printing and mailing/e-mailing
- D. Review Membership Forms and make necessary accommodations for programming
- E. Review program development and outcomes with executive director
- F. Oversee supplies and equipment for programs (i.e. first aid kits, registration forms, money, etc.)
- G. Organize and maintain LEEP storage area/supply room
- H. Plan logistics for off-site and community-based programming

II. Staff Management

- A. Hire, schedule, train and supervise programming staff in partnership with athletic manager as needed
- B. Resolve all human resource issues such as staff discipline, annual performance reviews, etc. with programming staff in partnership with executive director and athletic manager as appropriate
- C. Partner with LEEP staff on orientation of new staff and intern hires
- D. Oversee LEEP internship program

III. Administrative Support

- A. Routine correspondence and other requested tasks
- B. Lead Program Committee of Board of Directors
- C. Provide outstanding customer service to participants/staff/guardians which include providing verbal and written notices, providing information, answering questions, etc.
- D. Various office management such as answering phone calls, responding to emails, checking voicemail, etc. in a timely manner
- E. Assist with the collection of participant payments
- F. Assist executive director and others in fundraising, grant writing, and securing program support as needed
- G. Fundraising, grant writing and assistance with securing program support as needed

IV. Volunteers

- A. Recruit potential volunteers/service-learning students/ interns by presenting and attending recruitment fairs, etc.
- B. Oversee supervision and evaluation of volunteers during programs
- A. Coordinate volunteer orientations and schedules as well as placing volunteers with specific programs
- B. Handle volunteer recognition efforts

V. Various other duties as assigned

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DESIRED QUALIFICATIONS/EXPERIENCE/EDUCATION:

- Bachelor's degree with experience or minimum 4 years of relevant experience
- Must have a valid driver's license and clean driving record
- Must be comfortable engaging with youth and adults with intellectual and developmental disabilities
- A genuine interest and enthusiasm in working with people with varying ability levels
- Experience recruiting, managing, and motivating staff and/or volunteers
- Background or experience in working in recreation/leisure/sporting programs
- Must be adaptable and able to quickly and effectively develop and balance multiple relationships, and get results from a variety of people
- Strong written communication skills
- Basic presentation and facilitation skills
- Basic project and time management skills, including the ability to multi-task
- Ability to work independently and as part of a team
- Basic understanding of social media
- Must be proficient with Microsoft Office including Word, Excel, Outlook
- Must be self-motivated, responsible, have solid organizational skills and excel while working independently
- Ability to work and communicate appropriately with participants, families, staff and other professionals
- Must be willing and able to work evenings and weekends as necessary in order to accomplish job responsibilities
- Must be willing to use personal cell phone as needed