

Stacey Toran Foundation (Part Time)

POSITION ANNOUNCEMENT

Position Title: Program Director – Part Time

Reports to: Board of Directors

Salary: \$15.00 - \$21.00 per hour, no medical or retirement benefits.

Position Description: Under the broad supervision of the Board, performs the day to day operations including facilitating the organization's programs and recruiting volunteer mentors. Direct staff and volunteers in the development and implementation of the strategies to achieve the organization's goals. Work schedule is 4-5 days a week varying between the hours of 1pm and 6pm to meet program and administrative needs. (approx 20-25 hrs/wk).

Organization Overview: The non-profit is a well-established organization that runs leadership, education and character building programs and awards scholarships for students at Broad Ripple Magnet High School, a part of Indianapolis Public Schools (IPS). With plans to expand our services and impact, we are looking for a multi-talented individual to lead these initiatives. This person will work from an office in IPS. As the organization grows and additional staff positions are created, this individual will have the opportunity to be considered for the Executive Director position.

Program Responsibilities

- Works with school administration to identify and engage students who could benefit from a mentoring relationship.
- Schedules, prepares for, and oversees a minimum of three weekly program sessions.
- Expands current programs and develops and implements new programs.
- Plans and leads activities and trips.
- Ensures a safe and rewarding program environment and experience for mentors and participants.
- Supports mentors in dealing with difficult or disruptive behavior.

Administrative, Marketing, and Fund Development

- Recruits volunteers to serve as mentors and enhance administration.
- Works with local Colleges/Universities to identify and train students as mentors.

- Attends and supports Board meetings and Board Retreats.
- Attends school staff meetings and community meetings to develop/build relationships in the Indianapolis community.
- Guides and participates in the preparation of the annual program budget, program plans, and annual performance objectives for staff and volunteers.
- Supports the Board of Directors by providing timely and effective reports on budgets, fundraising, programs, and other issues or initiatives critical to achievement of annual goals.
- Solicits donations of food and program supplies from Broad Ripple area businesses, in addition to encouraging their employees to volunteer.

Qualifications: Candidates should possess the following qualifications:

- 1) Bachelor's Degree plus 2-3 years of progressively responsible work experience; Prefer experience in education, business or philanthropy or its equivalent in experience.
- 2) High level of interpersonal skills including: Experience working effectively and positively with at-risk youth.
- 3) Ability to work effectively without the benefit of daily supervision and guidance; Demonstrated drive, energy and perseverance needed to complete a task, manage multiple priorities, and make the most of limited resources; Highly responsible and comfortable working alone.
- 4) Good judgment. Ability to think strategically and develop new and unique ideas, programs, or projects; Experience putting a new idea into practice with successful results.
- 5) Ability to teach and train, motivate staff/volunteers and elicit work output.
- 6) Experience working with a not-for-profit Board of Directors.
- 7) Related knowledge and skills should include excellent oral and written communication skills, advanced computer skills, financial management, data management, and program evaluation/quality assurance.

Application Process: To apply, please respond by February 19, 2010 with a cover letter, resume, and salary history to: Julie@NotforProfitNews.com Stacey Toran Foundation encourages applicants from diverse and unique backgrounds to apply.