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| **Position:** | | Program Director |
| **Reports to:** | | Executive Director |
| **Schedule:** | | Full Time Exempt |
| **Salary:** | | Competitive compensation package, including comprehensive benefits, Commensurate with experience |

Please submit resume and cover letter to Melissa Stewart, Executive Director at [melissas@chopsteenclub.org](mailto:lorezb@chopsteenclub.org). When submitting please write **Program Director** in the subject line.

<https://www.chopsteenclub.org/jobs>

**About Chop’s Teen Club:**

Chop’s Teen Club located in Santa Rosa, CA is the realization of the dream of Charles “Chop” DeMeo, who saw teens as assets to the community, and wished to build a bridge to the future by creating a place for teens to have a multitude of opportunities for personal growth. Our doors opened in 2001, and we continue to grow and evolve based on the needs and desires of our teen community. The mission of Chop's Teen Club is to provide a safe, fun and productive place where Sonoma County teens engage, connect and discover their true potential.

**Position Summary:**

Under supervision of the Executive Director, the Program Director is responsible for the programmatic success of Chop’s Teen Club, ensuring seamless development and management of the Program team, program delivery and quality control and evaluation. The Program Director innovates Chop’s Teen Club’s programmatic offerings in highest service of the organization’s mission. The Program Director is a key external face of Chop’s Teen Club in the community. Additionally, the Program Director holds responsibility over volunteer development and management; café operations; programmatic financial management; and programmatic marketing and outreach. The Program Director serves on Chop’s Teen Club’s Senior Leadership team, and contributes to the strategic direction of the organization, and activates those strategic initiatives across its programs. The Program Director also ensures that all programs are operated according to the policies and standards developed by the DeMeo Teen Club Governing Board and Community Foundation Sonoma County Board of Directors.

**Primary Responsibilities:**

**Program Development and Operations (30%)**

* Oversees program strategy implementation, including team development, program design and evaluation.
* Develops and implements program evaluation consistent with Chop’s Teen Clubs strategic goals, and develops and implements regular program improvements guided by evaluation analysis.
* Ensures selection and operation of programs are consistent with the needs and interests of Santa Rosa teens.
* Serves as staff officer to Board of Directors as related to program and membership.
* Cultivates relationships with external partners to best leverage services and drive high impact programming.
* Develops and implements strategies to optimize facility use and staff engagement.
* Instills accountability among team members by modeling tight oversight of performance standards.
* Continually updates, revises, and expands program areas and program volume.
* Monitors and evaluates effectiveness of, and interest in, programs.
* Creates and maintains opportunities for youth involvement in program plan design, implementation and evaluation.
* Works to develop and implement relevant portions of club marketing and promotion plan including activity guide, special events, and school relations.
* Manages Facebook presence and activity.
* Prepares and implements operating standards for Chop’s programs.
* Update and maintains program area of the Chop’s website.
* Seeks to create a culture of mutual respect between members, parents, staff, and public.

**Community Relations (20%)**

* Actively seeks opportunities for program collaboration with schools and other Santa Rosa youth-serving agencies.
* Coordinates with staff to ensure program related promotion materials including Activity Guide, newsletters, fliers, and brochures are appropriate, of high quality, and timely in production and distribution.
* Actively promotes values, vision and progress of Chop’s to local teens, parents, schools and community at large.
* Maintains positive relations with area neighbors and merchants.

**Leadership (20%)**

* Contributes to the implementation and improvement of organizational systems, processes and policies.
* Contributes to short and long-term planning as a member of the leadership team.

**Personnel Management (10%)**

* Works with Program & Outreach Manager to onboard, orient and train on Chop’s policies and procedures.
* Hires, trains and supervises program staff and volunteers according to policies and procedures.
* Directly supervises and evaluates the Program Operations Manager.
* Leads the program team meetings and encourages participation from other staff and volunteers.
* Participates in regular staff meetings to ensure effective communication between all staff.

**Café (10%)**

* Oversees staff managing all aspects of equipment, related personnel and vendors.
* Maintains quality standards and sanitation regulations to meet health code standards.
* Investigates and resolves food quality and service complaints.
* Oversees staff managing food and beverage requisitions and purchases supplies.
* Oversees staff managing internal use events including staffing, program and refreshment needs.

**Fiscal Management (10%)**

* Develops, monitors and controls related operating budgets.
* Seeks creative uses for Chop’s facility to generate revenue with little to no negative impact on membership or programs.

**Desired Qualifications:**

* Commitment to the mission, vision and values of Chop’s Teen Club, with the ability to render these into practice.
* Excellent written and spoken communication skills.
* Excellent collaboration skills
* Minimum 5 years professional experience demonstrating increasing leadership and faculty in the roles and responsibilities described above, including supervisory experience.
* English fluency.
* Spanish fluency preferred.

**Physical Requirements:**

* Requires prolonged sitting for up to 3 hours at a time.
* Requires hand eye coordination and manual dexterity to operate a keyboard, photocopier, telephone and other office equipment. May require up to 3 hours of typing at a time.
* Requires range of hearing and eyesight to record, prepare and communicate appropriate information.

**EEO/AA**

Chop’s Teen Club is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS-related conditions (ARC). Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.