



Girls For A Change Program Director

Our organization is looking for a Program Director who will help us to create educational and social learning programs for our participants at Girls For A Change. The Program Director will be responsible for making certain that all staffing goals are met, that all staff members are properly certified and that each of our programs meets all guidelines. If you have previous experience in a leadership position at an after school center, or daycare a compassionate nature and a dedication to empower children's lives, we encourage you to apply today.

Job Responsibilities

- Work closely with management staff to update and maintain the professional credentials of each staff member
- Stay updated on all laws and regulations and make certain that all company operations are within the scope of those laws
- Plan and coordinate events for the program i.e field trips, workshops, and other activities
- Develop comprehensive progress reports on all active programs to be submitted to the executive staff each week
- Develop and maintain relationships with schools and community stakeholders
- Maintain and deliver all paperwork required to make sure that the organization's certifications remain intact and in good standing

Qualifications and Skills

- Bachelor's Degree in education or
- 3+ years of experience with children or administrative work
- Ability to maintain workflow efficiently in a fast-paced environment
- Strong communication and leadership skills
- Proficiency in MS office and Google Programs
- Compassionate and understanding nature