

Program Director

Job Purpose

The Program Director oversees the coordination and administration of all aspects of an ongoing youth cycling program including planning, organizing, staffing, leading, and controlling program activities in support of the mission and vision of Roaring Fork Cycling.

Plan the program

Plan the delivery of the overall program and its activities in accordance with the mission and the goals of Roaring Fork Cycling

- Develop new programming initiatives to support the strategic annual directions of the RFC Board of Directors
- Develop and implement short and long-term goals and objectives to achieve the successful outcome of the program
- Develop an annual budget and operating plan to support the program
- Develop a program evaluation framework to assess the strengths of the program and to identify areas for improvement
- Work in collaboration with the RFC Board to develop funding proposals, including fundraising strategies and fundraising activities for programs to ensure the continuous delivery of services
- Develop, plan execute events
 - Specify coach, volunteer, and board member requirements and coordinate their activities
 - Organize location and details such as invitee list, food and drink, entertainment, special guests, equipment, promotional material etc.
 - Propose ideas to improve provided services and event quality
 - Ensure compliance with insurance, legal, health and safety obligations
 - Cooperate with marketing and PR to promote and publicize event
 - Proactively handle any arising issues and troubleshoot any emerging problems on the event day

Organize the program

- Ensure that program activities operate within the policies, procedures and directives set forth by the RFC Board of Directors
- Ensure that program activities comply with all relevant municipal regulations and professional standards
- Develop transparent forms and records to document program activities
- Oversee the collection and maintenance of records on the clients of the program for statistical purposes according to the confidentiality/privacy policy of the organization
- Create and manage the online registration platform for all RFC programming
- Design, update and administrate RFC.org

Staff the program

- In consultation with the RFC of Directors, recruit, interview and select well-qualified program staff
- Implement the human resources policies, procedures and practices of the RFC
- Ensure that personnel files for the program are properly maintained and kept confidential
- Establish and implement a performance management process for all program staff
- Ensure employees and volunteers (as required by RFC policy), have proper background checks
- Engage volunteers for appropriate program activities using established volunteer management practices

Lead the program

- Ensure all staff members receive orientation and appropriate training in accordance with organizational standards
- Supervise program staff by providing direction, input and feedback
- Communicate with clients and other stakeholders to gain community support for the program and to solicit input to improve the program
- Coordinate the delivery of services among different program activities to increase effectiveness and efficiency
- Work in collaboration with the board to ensure that all relevant permits are obtained and renewed as required by local agencies.

Control the program

- Write reports on the program for management and for funders
- In collaboration with the board, communicate with funders as outlined in funding agreements
- Ensure that the program operate within the approved budget
- Oversee payroll procedures, including signing of payroll checks
- Monitor and approve all budgeted program expenditures
- Monitor cash flow projections and report actual cash flow and variance to the RFC board on a regular basis (monthly)
- Manage all project funds according to established accounting policies and procedures
- Ensure that all financial records for the program are up to date
- Ensure financial reports and supporting documentation for funders are prepared as outlined in funding agreements
- Provide required information to have invoices generated and submitted to funders according to the established timelines
- Identify and evaluate the risks associated with program activities and take appropriate action to control the risks
- Monitor the program activities on a monthly basis and report findings and recommendations to the board
- Provide an annual report to the RFC Board of Directors, recommending changes to enhance the programs, as appropriate at the November Board meeting.
- Manage and maintain program assets including but not limited to vans, bikes, and trailers.

Competencies:

The Program Manager should demonstrate competence in some or all of the following:

- Behave Ethically: Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization
- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.
- Focus on Client Needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem