

Program Director

Part-time Position / Mostly flexible hours (see approximate hours below)

Status: Employee

Overview of Responsibility:

The Gateway Youth Group (GYG) Program Director will work on the programs and events listed below.

The candidate for this position should be a leader with the appropriate management skills, that works well with people and enjoys working with youth. In addition, this candidate should be able to envision, develop and coordinate events.

General Responsibilities:

Develop events and programs

Plan implementation of events and programs

Create budgets with the Treasurer and Board of Directors

Identify needs to include staffing, materials, and supplies

Communicate with the Board of Directors

Participate in programs and events

Programs/Events Responsibilities:

Once a Month Club – September through May. Usually the last Friday of each month, except November (3 days for meals-on-wheels) and December Friday is adjusted for the holidays.

- Responsibilities: Plan, Coordinate, Shop, Host OMC

Junior High Dance – October.

Fun fundraiser for middle school students.

- Responsibilities: Event oversight, dance chaperone, coordinate with all participants/volunteers to plan, coordinate, and host the event. The committee is composed of junior high students.

-Annual Fundraiser.

Annual fundraiser for GYG.

- Responsibilities: Work with the board to plan, organize and implement the event. Member of the working committee to develop, plan, and host the event.
Work with the Treasurer and board members to budget and set out a logistical plan.
Work with board members to develop the menu, find suppliers, and solicit donations.
Work with board members and volunteers to ensure the smooth operation of the event.
Coordinate volunteer list and participate in obtaining help.

Sustainability Summit – April.

The event is usually held on the Flying D Ranch during the week of April 20th to coincide with Earth Day from 9:00 am-2:00 pm.

- Responsibilities: Participate in idea planning and work at the event. Coordinate with the Summit Coordinator and contact local middle school teachers to invite them to the event.

Scholarship Awards – May.

Annual scholarships awarded to GYG students that have engaged in GYG community service programs/projects.

- Responsibilities: Work with board members to identify award recipients.

Summer Kids’ Camp – July.

Week-long adventure camp for students in grades 1-5.

- Responsibilities include working with camp coordinators to create, plan and implement summer camp.
- Arrange daily schedules and coordinate with contacts.
- Prepare a budget.
- Track and maintain camper sign up list.

Jr. Leadership camp – July.

Develop and organize a three-day camp for students in grades 6-8 camp in conjunction with camp coordinators.

- Responsibilities include working with camp coordinators to create, plan, and implement leadership camp.
- Arrange daily schedules and coordinate with contacts.
- Prepare preliminary activity budget.
- Track and maintain camper sign up list.

Administrative Responsibilities:

Monthly Board Meetings – Usually the last Wednesday of each month at the Gallatin Gateway Community Center

- Meetings are usually from 6:00-7:30 pm
- Responsibility: Attend monthly board meetings and provide input as necessary.

Time Commitment - ESTIMATE:

	<u>Hours/month</u>	<u>Total hours</u>
Jan-Mar:	20-30	60-90
April:		30-40
May: (Scholarships/Camp)		30-40
June: (Camp)		30-40
July-Sept:	20-30	60-90
Oct: Dance		30-40
Nov: Giving to Gateway		30-40
<u>Dec:</u>		<u>40-50</u>
Total hours:		310-430

Salary: \$650/month

Offers for employment are conditional upon a satisfactory background check.