



POSITION: PROGRAM DIRECTOR (Part time: 20 hours per week)

Zebra Crossings, based in Dover, NH, offers empowerment programs for youth with chronic medical conditions and their families. Whether it is a week-long camp or weekend activities, care is always provided by trained medical staff. We aim to lessen the burden of chronic medical conditions by connecting kids through play and giving respite for caregivers. Zebra Crossings is a fun, safe place where kids just get to be kids.

Zebra Crossings offers a wide array of programs ranging from Friday evening gatherings, to day programs, to overnight camps, to diagnosis specific family weekends. We work with youth ages 6-12, Teens ages 13-15, Leaders In Training ages 15-18, and families in a variety of settings and venues. All of our programs are rooted in Social Emotional Learning (SEL) which increases our participants' abilities to integrate skills, attitudes, and behaviors to deal effectively with daily challenges of chronic medical conditions. The community and confidence that is discovered at our programs allows participants to pursue life to the fullest.

The Program Director works directly with the Executive Director to plan, develop, and implement the Zebra Crossings programs based on program vision and strategic plan. The Program Director oversees outreach and recruitment of participants and staff in the community.

Work hours: This is a part-time program administration position based on an average of 20 hours per week. The program Director is expected to serve as the senior program facilitator and coordinator for existing Zebra Crossings programs. Program facilitation time will be contracted separately based on scheduled programs.

Flexible and to be determined two weeks in advance with supervisor and based on program and outreach/event schedule. Minimum three days per week (Monday through Friday) of scheduled work hours. Currently our team works remote and schedules weekly in person meetings. This may change to a return to more in person hours in the future. Occasional evening meetings and/or weekend events beyond program commitments.

RESPONSIBILITIES:

- **Program planning and coordination:**

Oversee site selection, program design; risk management with strong prevention focus, review of policies and incidents; program site logistics; respond to program inquiries; recruit and guide families through intake process; communicate with families, administer post-program evaluations.

- **Program staff supervision:**

Recruit, hire, train, and mentor staff and volunteers to ensure high quality and safe programs; and coordinate participant needs with medical volunteers.

- **Administrative support:**

Compile demographic data and feedback for reporting; provide program-related content for grant proposals; support organizational activities such as special events, fundraising activities, and board relations.

- **Community Relations/Outreach:**

Pursue opportunities for networking; outreach opportunities at conferences and events; deliver presentations to regional referral contacts on an ongoing basis; serve on marketing committee and assist in planning. assist with newsletter; community outreach efforts; and maintain professional relations with supporting organizations/individuals.

POSITION REQUIREMENTS:

- Bachelor's degree or equivalent work experience
- 3- 5 years of experience planning and facilitating of programs for children and families with diverse backgrounds and experiences, and in a variety of program settings
- Proven record of success as facilitator developing communities and implementing Social Emotional Learning components
- Experience recruiting, hiring, training and supervising staff.
- Strong commitment to the mission and being part of a developing nonprofit organization
- Creative and flexible team player able to take initiative
- Exceptional organizational skills, able to multi-task and solution focused
- Ability to balance a strong work ethic, professional attitude and a commitment to quality.
- Excellent verbal, written, and presentation skills able to convey passion for our mission for a variety of audiences
- Demonstrated computer literacy with proficiency in MS Office and affinity for various software programs and social media applications.
- Minimum First Aid & CPR certification. Preferred WFR/EMT and Lifeguarding.
- NH based with ability and willingness to travel within region
- Reliable transportation and valid driver's license for meetings required
- Ability to lift up to 50lbs and walk up to 3 miles, work in variety of weather environments and both indoor and outdoor settings, including uneven terrain, trails, water based activities, and ropes courses
- Vaccinated against COVID-19 and follow COVID-19 protocols to protect our vulnerable youth population.

Salary & Benefits:

- Salary range: \$20-22/hour depending on experience.
- Benefits: 10 days PTO (to be prorated based on hours) and 7 paid holidays.
- Job location: NH Seacoast. Mix of temporarily remote and in person meetings.
- Zebra Crossings is an equal opportunity employer.

How To Apply: Please email your cover letter and resume as one pdf file to Aric Morrison, Executive Director at aric@zebra-crossings.org and include your name in the subject line.

Review of resumes and interviews start December 20, 2021.

Desired start date late January/early February. Position open until filled.