

Zebra Crossings Program Director

About the Organization

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.

About the Job

DESCRIPTION

About Zebra Crossings:

Zebra Crossings is a Dover, NH-based non-profit organization that offers empowerment programs for youth and teens with chronic medical conditions. We aim to lessen the burden of chronic medical conditions by connecting kids through play and giving respite to caregivers. Zebra Crossings is a fun, safe place where kids get to be kids.

Position Overview:

Zebra Crossings is seeking an enthusiastic and motivated individual to join our small team as the Program Director. It is preferred that candidates reside within New Hampshire and can travel for meetings, programs, and events as necessary. The Program Director works directly with the Executive Director to plan, develop, and implement Zebra Crossings' programs based on program vision and strategic plan.

The Director serves as the senior program facilitator and coordinator and oversees outreach and recruitment of participants, staff and volunteers for participation in programs. All programs are rooted in Social Emotional Learning (SEL) which increases participants' abilities to integrate skills, attitudes, and behaviors to deal effectively with daily challenges of chronic medical conditions. By building community and confidence, Zebra Crossings' programs allows participants to pursue life to the fullest.

This is a part-time, 20-hour-per-week position. Limited weekend and evening hours are required to assist with events and meetings. Because of the organization's mission serving children, a background check will be conducted for the successful candidate.

Primary Job responsibilities and duties (included, but not limited to):

Program planning and coordination:

- Oversee program design and site selection; coordinate all program site logistics
- Develop and maintain positive relationships with current and potential program partners and facility partners
- Anticipate, evaluate and mitigate potential program risk, with strongest focus on mitigation
- Create and maintain program policies, review at least annually
- Recruit and guide families through the intake process; communicate with families; respond to program inquiries
- Administer and report on post-program evaluations

Program staff supervision:

- Recruit, hire, train, and mentor staff and volunteers to ensure high quality and safe programs
- Coordinate participant needs with medical volunteers

Administrative support:

- Compile and report on demographic data and program feedback
- Create 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
- Seek and maintain professional relationships with potential donors and funders
- Build and maintain relationships with referral contacts by providing information and presentations as appropriate

- Serve as staff resource to Board of Directors' Marketing Committee, assisting with planning and execution of community relations activities as requested
- Assist with monthly newsletter
- Assist with maintenance of website
- Assist with social media posts

Skills and Qualifications:

- 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, ability to multi-task and be solution focused
- Routinely demonstrate strong work ethic, professional attitude, and a commitment to quality
- Excellent verbal, written, and presentation skills, able to convey passion for mission to a variety of audiences
- Demonstrated computer literacy with proficiency in MS Office and various software programs and social media applications
- Minimum First Aid & CPR certification, preferred WFR/EMT and lifeguard certification

Work Environment / Physical Requirements:

- Primarily remote work: in-person work occasionally, subject to change
- Limited evening/weekend work required
- Flexible schedule as agreed to with Executive Director
- Collaborative work team where idea generation is welcomed and supported
- Able to work at a keyboard for extended periods of time
- NH based with ability and willingness to travel to meetings, programs and events
- Have own transportation, valid driver's license, and standard vehicle insurance
- Ability to lift 50 pounds 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

How to Apply

Pay range is \$20-22 an hour with 10 days paid time off and 7 paid holidays (prorated based on part-time equivalent hours). This job will remain posted until filled and interviews will be continuous until a candidate has been hired.

If making a difference in the lives of families with children who have chronic medical conditions appeals to you, send a cover letter with your resume to Deb@Zebra-Crossings.org.