

Position Announcement

Position Title: Program Director

Description:

Onward Neighborhood House is a family resource center which has been serving the West Town neighborhood of Chicago for over 138 years. Onward Neighborhood House works to support low income immigrant families and children in Chicago's West Town and surrounding communities. Our mission is to empower families and individuals in need to achieve their full potential in a community based setting through educational, recreational and social service programs.

In response to community needs, Onward Neighborhood House has opened a second center in the Belmont Cragin Neighborhood. The new center located at 5423 West Diversey, Chicago, Illinois 60639 offers early childhood education services, after school programs and adult education services including a computer lab.

We are currently seeking a Program Director. If you are a qualified, motivated individual and would like to join our exciting and expanding organization, Onward Neighborhood House is the place for you. Please do not miss out on this great employment opportunity-apply now!

ESSENTIAL FUNCTIONS: Under the supervision of the Executive Director, assists in direct administration and overall program development and implementation within the limits of authorized policies, goals, objectives, and budget.

DUTIES AND RESPONSIBILITIES:

Responsible for the development, implementation and operation of comprehensive child development programs including Head Start, Preschool, School-Age and other programs and adherence to Head Start Performance Standards of city and state licensing regulations.

Review and recommend to the Executive Director any changes or additions to policies and procedures for each of the program areas regarding utilization and development of personnel, operating efficiency, innovation, physical and financial resources, and accountability.

Supervise and evaluate the work of Site Managers, Program Coordinators and all support services staff. Assumes program management responsibilities in the absence of Site Managers/Program Coordinators.

Assist the Executive Director in the timely completion and submission of all program contract narratives, including the Chicago Department of Children and Youth Services and the Illinois State Board of Education.

Direct program planning and evaluation processes. Responsible for maintaining quality programs and services that meet the needs and achievement of goals and outcome plans.

Staff the Board Program Committee. Attend Board meetings in absence of Executive Director.

Plan and implement agency wide staff development activities including classes, workshops, and seminars both on and off site. Conduct supervisors' meetings in absence of Executive Director.

Work with Program Coordinators to conduct orientation and training for all new program staff.

Work with coordinators to ensure the accreditation of the Head Start, preschool and school age programs.

Responsible for ensuring that a site director qualified staff member is present in the agency at all times.

Approve the purchase of supplies and materials for program staff.

Collaborate with other staff, volunteers, and/or neighborhood organizations with new and on-going program implementation, and in developing special events and parent involvement activities.

Collaborate with Program Coordinators on program budget drafts. Monitor program budgets, attend budget meetings as required.

Reviews and signs off on staff daily timesheets and activity log.

Assures that physical assets and other property of the agency are properly safe-guarded and administered.

Assist Executive Director with all Board related activities to ensure that accurate information is made in a timely manner.

Work with Head Start Coordinator and Program Coordinators to ensure and monitor that a functional and operative Parent Policy Committee is in place.

Maintain knowledge current in field including attendance at seminars, workshops, and in-service training programs annually.

Attend staff meetings, community forums, annual retreat, parent meetings, and other meetings as necessary.

Attends regular supervisory sessions with supervisor.

Performs all other related duties as needed and/or as assigned.

QUALIFICATIONS:

Master's degree in Early Childhood or Non-profit Management and five years of experience in a community based social service agency or comparable setting.

Demonstrated leadership skills, experience with supervision and knowledge of program development. Basic knowledge of financial statements, budgets, etc.

Bilingual (Spanish/English/Ukrainian/Polish) preferred.

Proficient in Microsoft Office, Internet Explorer and Excel

Flexible in work schedule.

Hours: Full-time; year round

Benefits:

Salary based on Education and Experience required for the position

Health Plan

Short & Long-term Disability

Life Insurance

Paid vacation and Holidays

403(b) Thrift plan following one year of employment

Application Details: Please send cover letter and resume to

Gladys Malave

Human Resources Director

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Onward Neighborhood House is an Equal Opportunity Employer

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