



## **Position: Program Director**

<b>Title</b>	<b>Events and Marketing Coordinator</b>	<b>Status</b>	<b>Full-Time</b>
<b>Performance Review</b>	3 months, 6 months, then yearly	<b>Classification</b>	Hourly/Non-Exempt
<b>Reports to</b>	Executive Director	<b>Salary Range</b>	40,000-42,500 based on experience + Benefits

**Mission of the Police Athletic League of Buffalo, Inc.:** The Mission of PAL is to improve the immediate and future quality of life for the youth of our city and surrounding communities through educational, recreational, cultural, social/emotional, and prevention quality programming in collaboration with law enforcement.

**JOB SUMMARY:** Plans, coordinates, and manage the day-to-day fiscal and administrative responsibilities of the enrichment activities offered through the various community partnerships. All PAL programs are offered at the seven city-wide community centers, as well as other community-based organizations. Each program is focused in a specific program area, such as; culinary arts, music, mentoring, STEM (Science, Technology, Engineering and Math), and dance. Duties typically include the management of all partnerships grant planning/management, administration, budget management, program implementation and administration. Duties also include; but not limited to internal and external operational/administrative liaison with all community partners, the Buffalo Police Department and provide program evaluation and grant reporting.

**HOURS:** Full-Time (Weekend/Evening) flexibility as needed)

### **QUALIFICATIONS:**

- Minimum of a bachelor degree in education, leadership, preferred Master's degree in Child Development, Education or related field and 6 to 9 years of experience in child care, teaching, or a related field, with program coordination and supervisory experience, or any equivalent combination of training and experience, which provide the required knowledge, skills and abilities.

### **PRIMARY RESPONSIBILITIES:**

- Provides effective leadership in the development, implementation and evaluation of all PAL programs
- Establishes department goals that support Student Services priorities, chooses strategies to meet goals, and identifies methods to measure progress.
- Provides leadership and assistance to collaborative partners within each center.
- Oversees/sets grant budgets for each program area.
- Attend meetings to gather new partnerships and to diversify funding streams.
- Observes activities and identify resources to assist programs in age appropriate and community related partnerships.
- Reports on facilities management and upkeep.
- Conduct new partner orientations and the development of individual MOU's.
- Compiles, reviews and analyzes various program data, and develops program procedures, documents and reports.
- Maintains program records and reports in accordance with local, state and federal policies.

- Designs and implements procedures and systems to collect and/or review individual program data and documents.
- Receives incoming telephone calls, emails and written correspondence and provides information regarding program operations, procedures, and regulations, or routes to appropriate personnel.
- Attends seminars, conferences, workshops, classes, lectures, etc. as appropriate, to enhance and maintain knowledge of trends and developments in after-school care; reviews professional journals, attends association and professional meetings, and otherwise maintains contacts with professionals to facilitate exchange of information.
- Other duties as assigned or deemed necessary by Executive Director

**PHYSICAL REQUIREMENTS:** Must be able to sit or stand for long periods of time, exert up to 50 lbs, pushing, pulling or lifting, walk and climb stairs with or without reasonable accommodation.

Please forward Resume and Cover Letter to [policeathleticleague@city-buffalo.com](mailto:policeathleticleague@city-buffalo.com)