

Job Description – Program Manager (ELD)

The **Program Manager (Education and Leadership Development)** has primary responsibility for youth and adult education and leadership development programming outside of the 4-H summer camp program. This is done predominantly with school groups, corporate groups, and other youth organizations. The Program Manager (ELD) will assist the Program Manger (4-H) with planning and conducting 4-H programs as needed. The Program Manager (ELD) must be able to work independently as well as collaboratively and have excellent customer-service, organizational, and communication skills.

Duties

1. Risk Management and Safety Requirements
 - a. Support and follow all policies of the 4-H Center and Virginia Cooperative Extension.
 - b. Ensure that all programs and activities meet or exceed ACA standards where applicable
 - c. Attend annual professional development opportunities to ensure familiarity with trends, standards, and developments in the field
2. Efficiency and Effectiveness
 - a. Manage time effectively to meet deadlines and complete tasks
 - b. Communicate program requests with the Program Director and other departments as necessary
3. Financial
 - a. Work with the Program Director to balance and maintain department budget
 - b. Ensure appropriate fiscal management including setting program prices, requesting program supplies, setting summer staff salaries, etc.
4. Program Management and Administration
 - a. Supervise all youth and adult ELD programs at the Center.
 - b. Act as Point of Contact for the clients scheduling programs
 - c. Create contacts, invoices, and other necessary paperwork to schedule ELD groups
 - d. Recruit, train and evaluate seasonal program staff for ELD programs.
 - e. Work with the Program Manger (4-H) to plan, supervise and evaluate programs for youth, families and adults throughout the year.
 - f. Work with the Program Support Specialist to develop and/or maintain all necessary documentation related to programs, policies, and accreditations.
 - g. Develop and/or maintain all necessary documentation related to programs, policies, the John E. Dooley Challenge Course, and accreditations.
 - h. Attend departmental meetings
5. Ownership of Program Department

- a. Focus on daily tasks as well as strategic planning to ensure the success and longevity the ELD Program
- b. Plan programs according to the mission, vision, and core values of the NOVA 4-H Center

Reporting

This position reports to the Program Director.

General

- Provide assistance, as needed, for other programs and 4-H Center activities.
- Be a positive role model at all times.
- Maintain a balanced program available to all citizens, including monitoring and conducting efforts to assure all EEO/CR/AA/PN/ADA guidelines are followed and met.
- As an exempt, salaried employee, you may occasionally be required to work more than 40 hours per week. You are entitled to use professional scheduling (flexible work hours) at the discretion of your supervisor to compensate for the extra hours worked.
- Must submit to a criminal background/sex offender check
- Perform all other duties as assigned by the Program Director.

Qualifications

- Energetic, enthusiastic, sense of humor, accountable, and positive
- At least 21 years of age
- Maintain Current CPR and First Aid Certification
- Must be able to work active days outside in the elements
- Must demonstrate strong reasoning and decision-making skills
- At least one year in a supervisory/leadership role preferred
- Level 2 Challenge Course Facilitator at a minimum
- Bachelor's Degree OR equivalent certification/training/other qualifications equivalent to a Bachelor's Degree and experience in a non-formal, experiential education environment including program planning and evaluation