



Job Description: Program Director (*Full Time, Exempt*)

Organizational Description:

On the Road Collaborative (On the Road) is a non-profit youth empowerment organization founded and headquartered in Harrisonburg (VA). Our mission is to empower middle and high school youth by providing equal access to educational opportunities and hands-on career experiences. Through our unique after-school and summer learning programs, we *connect* our youth to trusting adult relationships and equitable opportunities, *enrich* their lives with additional learning opportunities that inspire growth, and *empower* our youth to realize and fulfill their promise. Our programs are offered for youth in Harrisonburg City (Skyline Middle School, Thomas Harrison Middle School and Harrisonburg High School) with a new site launching in Waynesboro City (Kate Collins Middle School) in August 2022. We serve 300 youth on average each year.

Position Overview:

The Program Director (“Director”) is the leader of On the Road Collaborative after-school and summer learning programs. The Director is responsible for ensuring overall program quality, effective management of daily operations and resources, talent development, and achievement of program goals and outcomes.

We currently have two openings for our Program Director position - one for our Harrisonburg programs and one to launch our new middle school program in Waynesboro City this fall.

Key Roles and Responsibilities:

Program Leadership:

- **VISION:** Communicate a clear and compelling vision for On the Road programs that are grounded in a culture of learning, growth, and achievement
- **PROGRAM MODEL and GOALS:** Implement the On the Road program model with fidelity that leads to the achievement of goals while continuously considering ways to improve
- **YOUTH PARTICIPATION:** Implement proven strategies and systems to recruit, enroll and retain youth in program
- **FAMILY ENGAGEMENT:** Lead family communication and engagement efforts that results in informed, engaged and invested families of On the Road youth
- **SAFETY:** Ensure compliance with all On the Road, state and local standards and policies designed to keep youth, staff, and volunteers safe while at the program
- **DATA AND EVALUATION:** Utilize data systems to collect required program information, i.e. attendance, grades and surveys, and analyze results to drive decision making and results
- **GRANT COMPLIANCE:** Understand relevant On the Road grant awards and work with the Director of Operations to ensure compliance
- **FINANCIAL MANAGEMENT:** Manage program expenditures according to organizational procedures and ensure program(s) operate on budget



Talent Development

- PROGRAM STAFF HIRING: Assist with the recruitment and selection of program personnel, i.e. Youth Leaders and Interns, that is representative of the youth and families served
- SUPERVISION: Direct supervisor for program personnel, providing ongoing observation, coaching, support and feedback, supported by mid and end of year performance reviews
- TRAINING PLAN: Implement and refine the annual training and development plan for Youth Leaders and other program personnel that is aligned with program goals
- UNITY: Facilitate unity and best practice sharing throughout the organization

School and Community Partnerships

- SCHOOL PARTNER: Build and maintain positive and beneficial relationships with school principals, teachers and other key school staff
- COMMUNITY TEACHERS: Provide overarching support of Community Teacher relationships and communicate any pertinent issues with the Director of Partnerships in a timely fashion
- COMMUNITY RESOURCES AND PARTNERSHIP: Pro-actively and consistently identify, outreach to, and cultivate prospective partners in the community
- OPERATIONAL RELATIONSHIPS: Oversee other key relationships, such as the Department of Transportation and the Federal School Lunch program for afterschool snacks

Organizational Initiatives and Support

- COMMUNICATION: Identify program bright spots and impact stories on a monthly basis and share with the Marketing Coordinator and/or President
- FUNDRAISING: Support On the Road fundraising efforts, such as events and giving campaigns
- BOARD OF DIRECTORS: Attend On the Road board meetings upon request to provide programmatic updates and reports

Preferred Qualifications:

While there are many paths to success, the following qualifications will most likely set you up to excel in this role:

- Commitment to, and passion for, *On the Road Collaborative's* mission
- Idealism, integrity, positive attitude and self-directed
- Demonstrated ability to engage, lead and instruct older youth individually and in groups
- Leadership experience with proven ability to effectively work with diverse stakeholders and provide an outstanding level of service
- Excellence in program management with the ability to coach staff, provide feedback, manage and develop high-performance teams and set and achieve goals
- Strong written and verbal communication skills with the ability to translate mission and vision from the organizational level to program-related stakeholders, including youth, families, staff, and volunteers
- Detail-oriented with organization and time management skills



- Initiative, resourceful, creative and problem solver
- Willingness to learn and use technological systems, such as Google Suite and our program database
- Bachelor's degree in a related field; or equivalent work experience
- Commitment to ongoing learning and professional development

Position Details:

- Reports to: President
- Location: Harrisonburg and Waynesboro, VA
- Position Type: Full Time, Exempt

Job Requirements:

- Must have a valid driver's license and access to a vehicle
- Maintain up-to-date CPR and First Aid Certified; costs covered by On the Road
- Ability to work some evenings and weekends as needed to deliver programming and fulfill organizational commitments

What We Offer:

- An opportunity to work in a driven, flexible and supportive team environment that is focused on youth impact
- Starting salary range: \$48,000-\$54,000, DOE, with opportunities for annual increases
- Competitive Benefits Package, including access to medical and vision insurance and group disability and life insurance
- Generous paid time-off policy: 30+ paid days off per year between holidays, breaks and PTO
- Professional Development: Opportunities throughout the year to participate in trainings and conferences
- Gas Stipend paid monthly in a pre-paid gas card
- Computer: Laptop provided to conduct all On the Road work

Application Instructions:

Email cover letter and resume to Brent Holsinger, On the Road Collaborative President & Founder, at: work@ontheroadcollaborative.com by Friday, April 29th, 2022. The anticipated start date is July 1st, 2022.

Questions about this job opportunity may be directed to Brent Holsinger via email (brent@ontheroadcollaborative.com) or phone (540-360-1123).

On The Road Collaborative is an equal opportunity employer.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.