

Tools For Tomorrow
Job Description – Program Director

Location: Palm Desert, CA 92211

Salary: \$70,000

Hours: Full-Time

Program Mission: Tools For Tomorrow provides FREE after-school arts literacy program integrating creative writing, art, music and theatre for children ages four to eleven.

Job Title: Program Director

Job Objective: Responsible for developing, implementing, and overseeing arts programs integrating art, music, creative writing, and theatre.

Reports to: Executive Director

Roles and Responsibilities:

- Primary advocate for the mission and values of the Program.
- Lead responsibility for placing programs - negotiating contracts with school districts and developing proposals for community organizations
- Lead responsibility for efficient and compliant management and operations in the classroom including communicating with school and district personnel, TFT Teaching Artists (TAs), classroom volunteers, and others.
- Work closely with educators, artists, community organizations, and other stakeholders to create engaging and impactful programs.
- Attend monthly Board Meetings.

Oversee the daily program operations of Tools For Tomorrow.

- Oversee the Creative Club Program and Theatre Club Program in each school and Community Partner.
- Maintain TFT program schedule and classroom volunteer schedule
- Collect/review teacher time sheets and expense reports for approval
- Create and distribute recruitment flyers, acceptance forms, and any other informational flyers or permission slips as needed.
- Ensure that school policies and procedures are followed by TAs and Classroom Volunteers.
- Distribute and collect school/TA/classroom forms: Pre/post assessments
- Set up/maintain student class lists
- Work with the Accountant/Bookkeeper to provide approval for payroll documentation.
- Monitor Attendance

- Sub as needed for TAs.
- Manage the program supplies in storage unit (inventory/distribute)
- Communicate as needed with parents, teachers, schools, and school and district administrative staff
- Prepare status reports on a weekly basis
- Attend Board Meetings - prepare monthly progress reports including the summer months.

Responsible for the curriculum, including editing, expansion, distribution and training the teaching artists (TAs)

- Maintain curriculum notebooks
- Write and adapt lesson plans for teaching artists to implement in the classroom
- Ensure that school supplies are ordered, assembled, and delivered to the schools.
 - Order and track supplies for Art Kits
 - Coordinate volunteers for building Art Kits
 - Distribute Art Kits/supplies to schools for TAs and students

Recruit, interview, hire and train TAs and classroom volunteers.

- Recruit, hire and train new TAs as necessary.
- Assemble new hire packets for TAs and classroom volunteers
- Monitor classes and evaluate TA's performance.

Oversee the Volunteers in the Classroom and Art Kit Assembly.

- Recruit and work with volunteers for the classroom and art kit assembly
- Hold training sessions for the classroom volunteers.
- Match and schedule volunteers to classes.
- Solicit feedback from TAs re: volunteers.

Community Outreach

- Do public appearances deemed necessary by the ED.
- Plan and organize Student Showcases and Theatre Performances.
- Bolster the efforts of the Board of Directors and help Tools For Tomorrow be more visible in the community.
- Support fundraising and communications efforts.
 - Develop and communicate impact stories and testimonials to share with the Board, Donors, Grantors, etc.
- Work with the ED regarding the Idyllwild Arts Academy scholarships for TFT students. Work with the TAs to find viable candidates.

Participate on the Grants Committee

- Attend Grant Meetings/Report on Program to Grant Committee
- Assist with grant research & budgets.
- Help with assembling pieces of grants packages (required letters, etc).

- Reporting – Provide narrative and data for goals achieved, challenges met, impact stories, testimonials, etc.

All other duties as assigned.

Required Qualifications:

- Strong written and verbal communication skills
- Task-oriented with the ability to manage multiple projects independently
- Management experience
- Organized
- Good technological skills
- Experience working with children
- Ability to adapt to changes and challenges
- Reliable
- Bachelor's Degree or Equivalent Experience
- Valid California driving license and reliable, insured transportation required
- Acquire immunizations as needed
- Participate in any training targeted towards increasing sensitivity to age, gender and racial/ethnic differences.
- Completion of organizational training curriculum as assigned

Desired Qualifications:

- Bilingual (Spanish) skills
- Fine arts background
- Public school teaching experience
- Advanced degree
- Familiar with Mac, Constant Contact, Donor Perfect, Google Docs, Microsoft Office
- Social Media: Facebook, Instagram, YouTube

Work Environment & Physical Demands:

The physical demands described here represent those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- The employee is regularly required to use a computer for extended periods and be able to communicate using a computer, phone, and smart device
- The employee is required to stand, walk, sit, bend, reach, type, and must be able to move around the work environment
- The employee must occasionally lift and/or move up to 25 pounds
- Must be available to work some evenings and weekends