



Director of Program Services

Job Description

Reports To:	Executive Director
Category:	Full Time
FLSA Status:	Exempt
Salary Range:	\$66,000 - \$70,000
Approved Date:	August 2022

Position Responsibilities

This position is responsible for the oversight of the Program and Volunteers Services functions of the organization with direct oversight of the new Walk with a Doc and Siegel Creative Arts programs.

Education and Experience

Bachelor's Degree in Social Work, Education, Recreation or Public Health, with 3 to 5 years supervisory experience in a nonprofit organization required. Master's degree preferred.

Primary Duties and Responsibilities

Administration

- Develops and administers Plan of Work and budget for Program and Volunteer Services departments.
- Hires, trains, supervises, supports, and evaluates 3 FTE employees.
- Ensures the timely and accurate collection of data and assists with grant reporting.
- Provides leadership and staff support to the Volunteer Services and Program Services Committees of the Board of Directors.
- Serves as a member of the Staff Leadership Team.

Class and Program Oversight

- Oversees all classes and program, ensuring that they meet requirements of the evidence-based certifying organizations and the changing needs of the aging population.
- Develops program goals and measurement tools to show participation and impact.
- Oversees the development and implementation of new programs to meet or exceed project goals.
- Oversees the organization's participation in community presentations, service fairs and events.
- Serves as the primary representative of organization for partner organizations and referral sources.
- Teaches classes as required to meet program goals.

Job Knowledge Specifications, Skills, and Abilities

- Three to five years' experience supervising paid staff members and volunteers.
- Proven experience with program planning, implementation, logistics management, and evaluation.
- Proven ability to develop and manage a work plan to meet and/or exceed goals with minimal supervision.
- Proven ability to develop and manage a budget.
- Ability to develop and maintain positive relationships with coworkers, service partners, volunteers, community leaders, and board members.
- Self-directed with the ability to analyze, organize and prioritize work while meeting multiple deadlines.

Sixty & Better provides a continuum of services to support older adults in remaining healthy, active, and engaged in their communities. With the primary focus on health and wellness and increased community reengagement, Sixty & Better services are delivered directly to seniors where they live, work, gather, and worship. This includes sites such as independent living and care facilities, senior centers, local parks, companies, libraries and places of worship. Programs, managed by staff, contracted wellness trainers, college interns and volunteers, are delivered throughout Tarrant County with priority given to zip codes identified as underserved and under-resourced for older adults.