**Program Director**

**Managing Front of House**

* As the person in charge of the daily operations of The Funhouse’s facility, the Program Director (P.D.) is extremely important to The Funhouse’s public image. In addition to strong organizational, communication, and computer skills, the position requires the ability to think on one’s feet, multi-task, and be genuine and compassionate for the kids and families we serve.
* Interfaces with children, families and community. The P.D. might have to deal with a parent at one moment, work on the computer the next moment, and sagely discipline kids the next.
* Includes all Funhouse Commons open hours and some evenings. The P.D.’s presence may not always be required; however, the P.D.’s thoughtful preparation and staffing for these times is.
* From time to time the P.D. may be called upon to address small groups in our community on various topics or represent The Funhouse on committees or at events.
* Ensures staff in front office welcomes youth participants, parents, and visitors. The P.D. must have excellent public relations and customer service.

**Supervising Program Staff**

* The Program Director is responsible for all Funhouse programming staff.
* Supervises staff, including scheduling, discipline, hiring and firing, scheduling employee reviews, and training staff -- all under the oversight of the Executive Director (E.D.)

**Creating and Coordinating Youth & Adult Classes and After School & Teen Programming**

* The Program Director is responsible for overseeing Funhouse core programs including Afterschool, Summer Camp, Teen, Education, and Mentor Programs.
* Organizes and schedules classes year-round for kids and adults. Develops class ideas with instructors, determines fees, schedules them, and prepares written descriptions for print and web materials, all with final approval of the E.D.
* Prepares marketing materials including press releases, website content and social network posts. The P.D. will collect photos and stories for use in various media.
* The P.D. is responsible for ensuring programs offer a varied array of creative options that meet the needs of the community.
* Develops & tracks Funhouse programs – prepares reports that include enrollment, success of program, volunteers in attendance, etc.
* Solicits feedback from class/program participants as well as seeks feedback from the community regarding classes/programs desired.
* Provides The Funhouse Board with program success stories for use with donor contacts.
* Creates and manages appropriate listservs for the various programs (teen, after school, educational, events).
* Serves as substitute Afterschool staff if needed.

**Managing and Coordinating After School Program and Summer Camp**

* The Program Director is in charge of scheduling and supervising all staff for after school and summer camp hours, including half days, and school’s out days.
* Tracks, maintains and updates after school/summer camp participation, payments, membership dues, family communications, family contact information, scholarships given, information about each child, and participant surveys.
* Ensures all opening/closing duties are done each day and adequate supplies are provided for program (i.e. art supplies, outdoor equipment, snacks, etc).
* Markets program throughout the year and manages Back to School events.
* Coordinates volunteers for after school and summer programs. Follow up with appropriate recognition and thank you cards.

**Updating and Organizing data for Funhouse programs**

* Maintains KidTrax data base.
* Creates reports for funders as it pertains to the Funhouse programs.

**Other Responsibilities**

* The Program Director takes the lead in the planning and hosting of various Funhouse public events, such as our annual science fair, Halloween party, Back to School, College Counseling and other events, as directed by the E.D.
* Other duties as assigned.

**Reporting**

The Program Director reports to the Executive Director.