



Position Description

Title: Regional Program Manager - Daviess County, including Calloway and Hopkins – 18-19 Historical # of Programs in this Service Region was 475.

Directly Reports to: Vice-President of Operations, JA of West Kentucky;

Status: full-time, exempt; 40-45 hours per week expectation

Position Concept:

Coordinates and manages all JA programs, inside of Daviess County, as well as the outlying counties in the Pennyriple, including Calloway, Christian, and Hopkins.

Primary Responsibilities:

1. Distributes markets and ensures that all program requests (class registration forms) are completed for each participating classroom in all three school systems within Daviess County by the stated deadlines. Develops and delivers presentations to schools/teachers; continuing to build positive relationships and partnerships. As part of building the Program Plan each year, seeks to evenly distribute programs between fall and spring semesters.
2. Recruits and renews commitments from business leaders in order to secure top caliber consultants and maintain program quality. With help from other JA staff team members, develops and delivers all needed presentations. Responsible for securing sufficient numbers of program volunteers to meet program goals.
3. Ensures that all volunteers have completed a Volunteer Application with the Conducts Standards Form and that it is returned to the area JA office. This includes placing follow up emails and phone calls to the volunteers to make sure they have submitted their forms.
4. Manages and implements all volunteer training programs, i.e., securing location of training, developing training materials, scheduling volunteers/teachers, ordering program materials, distributing registration and evaluation forms.
5. Coordinate program materials distribution with the program volunteers, ensuring materials are received by the volunteer, at least a week before, his/her first scheduled JA session.
6. Will communicate with participating teachers their assigned volunteer contact information, information on JA in his/her classroom, and if requested, the Volunteer & Teacher Guidebook at least one week prior to the beginning of their scheduled JA program.
7. Assures program quality through emails, phone calls, classroom monitoring, participant servicing and evaluation instruments. Maintains communication with volunteers and teachers throughout the scheduled program dates.
8. Responsible for obtaining classroom confirmation forms from volunteers and teachers once the JA program is completed.
9. Responsible for all data entry in respective program area, including tracking documents, and BCRM. Submits confirmations data and reports to National JA Headquarters. This position, in partnership and coordination with other Regional Program Manager, is responsible for our data integrity and accuracy, and ultimate final report to JA USA each school year.
10. Responsible for and ensures that all teacher/volunteer surveys are sent to all JA participants once their JA program is confirmed.

11. Working with other Regional Program Manager, and President, conduct the annual program verification process each year, ensuring that all of the requisite paperwork is submitted to the local accountant and final report is submitted to JA USA by the annual deadline.
12. Working with other Regional Program Manager, and President, conducts and implements methods of volunteer recognition, i.e., planning logistics of event(s); informing consultants, teachers, school administrators and business executives of event; planning and distributing appreciation materials.
13. Working with the other Regional Program Manager and Development Director, ensure that a percentage of classrooms participate in the pre/post test data evaluations.
14. At the conclusion of each school year, will work with all of the schools to distribute and obtain school registration forms for the upcoming school year by stated deadlines.
15. Communicates with the President regarding program strategies, recruitment strategies or problems that may arise.
16. In partnership with the other Regional Program Manager is staff assigned to JA Board Program Committee so that the goals of the Board can be achieved. Directs preparation of program materials for Board and Committee meetings.
17. In partnership with the other Regional Program Manager, maintains for their area electronic and/or hard copies and supplies for each of the following – JA Volunteer Application, JA Class Registration Forms, JA Class Confirmation Forms and JA Training Packets.
18. In partnership with the other Regional Program Manager shares responsibility to track inventory of JA program kits. Additionally, during slower periods, recycle as many kits as possible from leftover supplies, organize unused supplies and dispose of any supplies not needed.
19. Working with the president, assists in developing a budget for all programs and program related activities, and a yearly calendar for the department that includes timetables, procedures and responsibilities to be accomplished. Manages program department records in line with organizational standards and objectives.

COMPETENCIES:

- Accuracy and thoroughness.
- Outgoing, Sales, Presentation through oral and written communications and face to face meetings
- Attention to Detail.
- Ability to type a minimum of 55-60 words per minute with limited mistakes.
- Ability to work well within a team environment.
- Schedule flexibility.

PHYSICAL DEMANDS:

Mostly, the position is a sedentary role; however, some filing and lifting are required in the role. This will require the ability to lift files and JA kits, open filing cabinets, bending or standing as necessary and lifting as required to assist with special event activities. This will also require the ability to lift between 20-30 lbs. as needed.

EXPECTED HOURS OF WORK:

This is a full-time position, working 40 hours per week, 52 weeks throughout the year. The JA of West Kentucky office is open between the hours of 8 to 5 p.m. and with some exceptions hours will be scheduled during those times. The exact schedule will be established with the individual for this role; however, scheduling flexibility will be required during peak programs seasons, for various business meetings as well as special events.

OTHER DUTIES:

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.