PROGRAM DIRECTOR

Position Description

ORGANIZATION OVERVIEW

Horizons at Carolina Day, an affiliate of the nationally renowned Horizons program, is a public-private partnership that provides academic, cultural, and recreational summer programming designed to support students from communities impacted by inequity in realizing their full potential. The heart of Horizons is a six week equity-centered summer academic program that supports a cohort of students in reading, writing, math, and science, paired with swimming lessons, field trips, sports, and enrichment activities in the performing and visual arts. The program also includes a year-round component featuring Saturday events, regular visits to schools, special events, and communication with students’ schools and teachers. Our program launched in the summer of 2018 with one class of 15 Kindergarten students. One grade (15 students) will be added each summer until the program includes K-8th grade. In summer 2024 we will serve at least 105 students rising into grades 1 - 7.

The primary goal of Horizons is to reverse the trend of summer learning loss that adversely impacts the long-term success of students from communities impacted by inequity. The student/teacher ratio at Horizons is approximately 5:1. Please read more about Horizons on our website https://www.horizonsatcarolinaday.org/

OUR COMMITMENT TO EQUITY, DIVERSITY, AND INCLUSION

Horizons at Carolina Day strives to create an inclusive, affirming, and welcoming environment that allows all team members to thrive.

As an organization whose central purpose is to mitigate inequities in education, Horizons is strongly committed to Equity, Diversity, and Inclusion (EDI) in all forms, and we strongly denounce racism, sexism, and discrimination of any kind. Focus on EDI is central to Horizons National and our National Network, which actively engages in diverse and inclusive partnerships; representative councils and working groups; provides robust professional development opportunities; evaluates internal and external communications with an asset-based lens; and facilitates conversations across different communities to ensure that all Horizons voices are heard and represented.

Because of our Network-wide commitment to EDI, the ideal candidate for this role must be comfortable engaging in discussions, be self-reflective, and be willing to challenge themselves and others to learn and grow continuously.

POSITION SUMMARY

Horizons at Carolina Day School is seeking a Program Director to manage all aspects of the summer and year-round education programs. Working closely with and under the supervision of the Executive Director, the Program Director will ensure high-quality, effectively run programs for all grade levels and will play a key role in continuing to build our middle school program. The Program Director will be responsible for building strong relationships with Horizons’ students, families, staff, and volunteers, as well as partners in Asheville City and Buncombe County.
schools and other local organizations. As part of a small team, the Program Director will also participate in a variety of administrative activities.

This is a fantastic growth opportunity for an individual with strong program management skills and a passion for closing the opportunity and achievement gaps for students in Asheville and Buncombe County. The Program Director, with success in the role, will be supported in taking on new levels of responsibility as an organizational leader.

POSITION STATUS
Staff, full-time. This position involves collaborating in the office, located on the campus of Carolina Day School, taking meetings in-person off-campus, as well as virtual meetings.

COMPENSATION
$50,000-55,000/year

RESPONSIBILITIES
● Collaborate with Executive Director (ED) on initial planning process for all major program activities and maintain good communication on progress on all independent work
● Undertake all student recruitment, enrollment, data collection, and retention activities related to both summer and academic year programming, interacting with school staff and parents as necessary
● Consult with the ED on staff hiring
● Work with the ED to lead the ongoing development and implementation of Horizons’ middle school program and high school program
● Execute all aspects of Horizons’ 6-week summer program, including but not limited to:
  ○ Develop program curriculum and schedule
  ○ Support, manage, and evaluate teaching staff
  ○ Ensure that teachers have all required supplies, within budget
  ○ Recruit, hire, and schedule volunteers
  ○ Train and supervise program staff and volunteers
  ○ Plan off-campus trips and on-campus enrichment programming
  ○ Manage student check-in, attendance, and pick-up procedures
  ○ Manage meal and snack delivery and distribution
  ○ Execute all logistics associated with swim program
● Oversee programming and staffing for Saturday sessions during the academic year and special events as they arise
● Develop and coordinate family events and outreach, including the development of a Family Advisory Committee
● Serve as the main point of contact for families and parents of program participants
● Participate in Board and Program Committee meetings as required
● Support the ED and Development & Communications Manager on fundraising initiatives
● Coordinate, collaborate and partner with Carolina Day School regarding all planning as it pertains to the program including space, scheduling and facilities use
● Coordinate with Asheville City and Buncombe County schools on all aspects of admissions, record-keeping, reporting, evaluation, and follow-up with students in the classroom during school year
● Maintain all program and student records in required database systems
● Work within an established budget for all programming, and provide estimates and reports to ED as needed

QUALIFICATIONS
● At least 3 years of professional experience, with prior success in program management roles, preferably in an organization with a focus on education, children, youth, or families
● Excellent interpersonal skills, cultural competency, and demonstrated ability to build and sustain positive and respectful relationships
● Passionate commitment to ensuring success for all students and closing the achievement and opportunity gaps
● Strong organizational and project management skills, with the ability to balance multiple priorities
● Ability to thrive within a small team environment and work collaboratively or independently as needed, with high degrees of personal initiative and accountability
● Bachelors’ degree in areas of Nonprofit Management or Education or Social Work, or related field
● Experience with program supervision, employee management, and team building
● Commitment to the Horizons mission and a belief in its effectiveness in helping students reach their full potential
● Excellent and empathetic communication skills
● Ability to calmly assess and manage tenuous situations
● Self-starter with ability to work independently while maintaining a high level of accountability
● Ability to work with and lead diverse constituencies (parents, students, donors, staff, and school and community leaders)

Prior experience in any of the following areas will be considered a plus:
● Supporting fundraising events and activities
● Managing social media and other marketing activities
● Supervising staff
● Collaborating with a Board of Directors or similar entity
● Masters or higher level degree
● Bilingual Spanish/English

TO APPLY
Please email a current resume to jtracy@carolinaday.org.

1) Please email as a .pdf attachment to an email or include in an email to jtracy@carolinaday.org answers the following questions:
   ● How would you develop relationships with program participants, families, and partner organizations that incorporate the value and promise of this program?
   ● What elements of your professional experience align well with this role? Feel free to explore the Horizons National and/or Horizons at Carolina Day to learn more about the work we do.