

**POSITION DESCRIPTION**

<b>Title:</b> Program Director	<b>Title Code:</b> 80
<b>Classification:</b> Class 4	
<b>Incumbent:</b>	
<b>Position Reports to – Title:</b> Director of Field Service	<b>Date of Employment – This Position:</b>
<b>Description Prepared by:</b> Dennis Kohl	
<b>Approved By:</b> Dennis Kohl	<b>Date:</b>

<b>JOB SUMMARY:</b>	100% of Time
<p>To give leadership to the achievement of the council’s vision, strategy and annual objectives within the council service area. Supervises and gives guidance and leadership to council wide specific programs. Gives support to the program executives in the field service area.</p>	

**ESSENTIAL FUNCTIONS (Principle Responsibilities):**

95% of Time

1. Responsible for the council high adventure programs
2. Responsible for the national and world jamborees
3. Staff Advisor for the council Boy Scout camporee in 2019
4. Works with the vice president of program impact
5. Gives support to the field program executives
6. Handles support to the council international representative
7. Responsible Summer STEM Institute
8. Works with the council physician
9. Responsible for the budget for all committees and programs
10. Negotiates all contracts/promotes all programs with outside vendors who want access to our members
11. Serves as staff adviser of the following committees
  1. High Adventure
  2. Community Service Committee
  3. Advancement Committee
  4. Council STEM Committee
  5. Wilderness First Aid

**WORK RELATIONSHIPS, SUPERVISION, VOLUNTEER RELATIONS:** 100% of Time

Recognize the importance of a good working relationship with other staff members.  
Recognize the importance of a close harmonious work relationship with all volunteers, including:  
Vice President of Program Impact, Council Committee Chairmen, Executive Board Members, District Key Leaders.

**MATERIALS AND EQUIPMENT USED:** 100% of Time

Motor vehicle, computer, telephone, fax machine, visual aids

**PHYSICAL ACTIVITIES:** 100% of Time

Reaching, standing, walking, fingering, grasping, feeling, talking, hearing.

**PHYSICAL REQUIREMENTS:** 100% of Time

Sedentary work.

**MENTAL DEMANDS:** 100% of Time

Reading, detail work, confidentiality, problem solving, language, training, math, reasoning, verbal communication, written communication, customer contact, multiple concurrent tasks, constant interruptions.

**WORKING CONDITIONS:** 95% of Time

The worker is not substantially exposed to adverse environmental conditions.

#### **FOUR YEAR COLLEGE DEGREE REQUIRED**

#### **STRENGTHFINDER SKILLS:**

Achiever- have a great deal of stamina and work hard

Activator-Can make things happen by turning thoughts into action

Arranger-Like to figure out how all of the pieces and resources can be arranged for maximum productivity

Command – they can take control of a situation and make decisions

Focus-They prioritize, act and stay on track

Maximizer-focus on strengths as a way to stimulate personal and group excellence

Positivity – they are upbeat and can get others excited about what they are going to do

Responsibility-take ownership of what they say they will do. They are committed to honesty and loyalty