



## **STARS Program Director**

**Title:** Program Director

**Reports to:** Executive Director

**Position Status:** Full-Time / Year-Round / Salary / Benefited

**Salary Range:** Competitive based on experience

### **Position Summary**

Working under the direction of the Executive Director, the Program Director is responsible for the planning, development, implementation and evaluation of all programs. The Program Director is also responsible for the hiring, Training, and management of all program staff, interns, and volunteers. The Program Director is a full time, year-round, salaried, benefited position. This position is administrative in nature with some program delivery as needed.

### **Duties and Responsibilities:**

- Oversees all programs to ensure that we are successfully fulfilling STARS overall mission and that our clients receive the highest level of service
- Responsible for hiring, training, and overseeing program staff
- Develop, assess, and grow all programs to meet the needs of our clients
- Responsible to ensure that all program staff and volunteers are properly trained and following all STARS policies and safety procedures
- Implement, maintain and supervise safety/risk management protocols for all programs
- Manage all aspects of program equipment including purchasing decisions, maintenance, storage, and having a replacement plan for older equipment
- Develop maintenance and training plans for all STARS vehicles – owned and rented as well as trailers.
- Evaluate all programs annually and work with Office Manager to maintain all program statistics needed for seasonal and annual reporting
- Provide strong leadership and communication with all levels of the organization
- Ensures that all grant funded programs are being fulfilled according to the grants specifications
- Work with the STARS Executive Director and other STARS staff on all program marketing
- Acts as the chairperson of the STARS program committee
- Actively participates in all STARS fundraising activities and special events as needed.
- Some evenings, overnights, and weekends required
- Performs other duties as assigned.

### **Requirements:**

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- Outstanding interpersonal, oral, and written communication skills
- Passion and commitment for STARS clients and mission
- Can work effectively and efficiently under pressure and timelines
- Ability to be flexible, creative and adaptable to a variety of situations
- Excellent Customer Service skills
- Strong knowledge of the adaptive recreation industry preferred
- Mature and professional demeanor when communicating with Clients, Volunteers and Co-workers.
- Possesses the utmost respect and trust in regards to confidentiality
- Must be a self-starter with a goal oriented work ethic
- Proficient in Microsoft Office (Word, Excel, PowerPoint & Outlook)
- Must possess a valid Colorado Driver's License and be able to supply proof of current vehicle insurance
- Commitment to a positive, fun and team-oriented working environment
- Ability to work evenings and weekends as needed

**Education and Experience:**

- Minimum of a bachelor's degree
- 3-5 years of management experience required
- Experience working with the Military preferred
- Minimum 3 years of demonstrable experience in Therapeutic recreation experience preferred
- Experience working with people with disabilities

**Physical Requirements:**

- Must be able to work outside at high altitude in varying conditions a majority of the time, including uneven terrain, unpredictable weather and situations
- Must be physically able to assist guests, students, or clients with adaptive equipment
- Must be able to lift a minimum of 50 lbs. with assistance.
- Must have auditory and visual acuity to operate computers and phones or mobile devices.
- Must have auditory and visual acuity to interact with guests, students, clients on a daily basis
- Must be able to successfully manage multiple, high priority tasks in a fast-paced environment

**Equal Employment Opportunity (EEO) Policy**

STARS is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age, race, sex, color, creed, religion, national origin, disability, sexual orientation, ancestry, citizenship, veteran status, genetic information, or any other applicable status protected by state or local law.