

The Community House

Position Agreement

"Agreement to fulfill the accountabilities of the job"

Job title: Program Director - Interim

Reports to: Executive Director

Review Date: Annual

**Type of position:
Part-time/Temporary**

Hours: 20-30/week

Results to be achieved by this position:

Your high level of performance is critical to the smooth and successful operation of The Community House. Our commitment is to consistently provide quality enrichment opportunities that support the arts and community. You support the delivery of these results. You enable the Executive Director to efficiently and effectively support the community, drive revenue, and exceed our constituents' expectations.

Standards for this position:

1. In the absence of the Exec. Dir., CSHW runs smoothly and efficiently
2. Maintain cost consciousness
3. Greet every visitor and guest enthusiastically and warmly
4. Professional presentation and appearance
5. Consistent positive feedback from coworkers and constituents
6. Being on time and having excellent attendance
7. Treat visitors and coworkers with respect
8. Ensure all meetings, activities, and events are executed smoothly and efficiently
9. Keep in confidence all business and client information (written and verbal)
10. The programs at The Community House promote enrichment and community spirit
11. Our on-going adult and children's are thriving.
12. The CH has a strong working relationship with community groups and the Towns of Hamilton and Wenham
13. Create and implement new and innovative programs.
14. Support internship position(s) to support CH programming through the local high schools or colleges.
15. Delegate responsibility to support staff and manage volunteers

Work requirements for this position:

- Answer phones warmly and energetically.
- Utilize Facility Master for scheduling internal programs and events.
- Attend staff meetings.
- Facilitate and participate on committees
- Plan and execute all ongoing children's programs
- Develop curriculum
- Supervise and coordinate support staff and volunteers
- Perform on-going evaluations of Community House children's programs.
- Promote program related activities at board meetings.
- Generate program budgets and participate in the organization's overall budget process.
- Manage and coordinate TCH's Middle School Night and Kid's Night Out programs
- Other duties as assigned

Other/special requirements for this position:

1. Must work flexible schedule (some nights and weekends required)
2. Consistently positive attitude
3. Take direction
4. Self-starter
5. Great people skills
6. Open minded and optimistic
7. Innovate- Suggest ways to make things better/more efficient
8. Must have 3 years teaching or child care experience

Reviewed and agreed to by (employee):

Name:

Date:

Approved by (supervisor):

Name:

Date: