

Organization, Position & Person Profile



Program Director, New York City

January 2012

The Organization

Back on My Feet (BoMF) is a nonprofit organization that promotes the self-sufficiency of those experiencing homelessness by engaging them in running as a means to build confidence, strength and self-esteem.

BoMF does not provide food or shelter, but instead provides a community that embraces equality, respect, discipline, teamwork and leadership. The organization consists of much more than just running: our members participate in a comprehensive program that offers connections to job training, employment and housing. Those benefits are earned by maintaining 90 percent attendance at the morning runs three days a week for our six to nine month program.

Back on My Feet has chapters in Philadelphia, Baltimore, Washington DC, Boston, Chicago, Dallas-Ft. Worth, Indianapolis, Atlanta and will be expanding to New York City in April 2012.

Back on My Feet is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.

For more information on the organization, please visit:
www.backonmyfeet.org

The Position

Based in New York City, NY the Program Director (PD) will report to the NYC Executive Director and the BoMF Vice President of Programming when appropriate.

The Program Director's main responsibility is to ensure a sustainable, effective and successful program. This includes managing each residential shelter team in New York and oversee members' moving their lives forward at various phases throughout the program. With the addition of the Program staff, these responsibilities will shift and management of those roles would be involved. However, the Program Director is ultimately responsible for the effective execution of the program in NYC.

Specific Responsibilities include, but are not limited to:

- Managing each of the shelter/facility teams to make sure core volunteer roles are filled and executed effectively
- Managing the Programming staff
 - Intake - Member Services Manger (hired upon launch of the chapter)
 - Advance stage - Member Services Manager (hired later in 2012)
- Corresponding with and managing facility relationships
- Monitoring and analyzing monthly assessment information
 - Retention rates of residential and non-residential members
 - Compilation of the chapter's monthly program budget
 - Record keeping in our case management database
- Approval of residential-member Financial Aid submissions
- Overseeing the inventory of program equipment (e.g., shoes, shorts, incentives)
- Execution of monthly social events and races
- Establishment of relationships including, but not limited to:
 - Races and running companies
 - Social service organizations in the community
 - Education, job training and employment partners
- Working to expand the program to other facilities, when applicable
- Respond to crisis and/or intervention situations directly related to

members and volunteers

- Each month, the Program Director will conduct the following meetings:
 - Team Leader meeting
 - Individual conferences/calls with facility contacts
 - Staff leadership and goal discussions
- New member orientations when appropriate/if necessary

Qualifications & Experience

- Bachelor's degree required with a minimum of 4 years of directly relevant work experience (case management, counseling or social work)
- A Master's degree in a field related to Social Work, Counseling or Treatment Therapy experience is preferred
- Ability to develop a strong understanding of the inner-workings of BoMF, including the finances, programming and responsibilities of each staff member
- Proven management experience and demonstrated leadership skills

Personal Characteristics

- High energy, results oriented leader who can effectively manage and motivate a team with a dynamic personality to convey the mission of the organization
- Unequivocal passion for the organization and the members we serve
- Desire to attend night and weekend program events
- Develops relationships based on trust, confidence and respect, while also promoting member accountability
- Willingness to embrace alternative strategies related to traditional case management protocols
- A proactive, assertive and hands-on individual who is self-

Contacts

motivated and requires limited direction

- Team-oriented and able to build consensus efficiently
- Entrepreneurial, resourceful, energetic, and a self-starter
- Unquestionable integrity and highest ethical standards

For the appropriate individual, Back on My Feet offers a competitive salary, including the opportunity to earn a bonus by exceeding expectations. Excellent benefits include health insurance, vacation, sick leave and generous holiday schedules.

For qualified candidates, please submit your application to BoMF VP of Programming Wylie@backonmyfeet.org with **NYC Program Director Application** as the subject. Applications will not be considered without the following:

- Cover letter
- Resume
- Running Resume (a brief summary of your background in running and sport: being able to reference how sport has positively impacted your life is important)