Job Title:	**Program Director**	**Job Category:**	Full time
Department/Group:	First Serve OKC		
Location:	Admin office & OKC Tennis Center	**Travel Required:**	In OKC; reimbursement provided
Level/Salary Range:	Commensurate with experience	**Position Type:**	Exempt position
HR Contact:	Amy Linduff amy.linduff@mshdg.com	**Date posted:**	May 2, 2019
Will Train Applicant(s):	Yes	**Posting Expires:**	May 31, 2019

Applications Accepted By:

E-mail:	**Mail:**
emmy.tigert@mshdg.com Subject Line: Program Director **Attention:** Emmy Tigert, Executive Director	Emmy Tigert, Executive Director First Serve OKC Foundation 7301 Broadway Extension, Suite 225 Oklahoma City, OK 73116

Job Description

Job Summary

The First Serve OKC Foundation is hiring a Program Director for its youth development programs. First Serve OKC is a non-profit organization that strengthens the lives and enhances the character of Oklahoma City youth through tennis and education. This is a full-time position, requiring a minimum of 40 hours per week of work. Salary is commensurate with experience.

The Program Director will report directly to the Executive Director. The Program Director will oversee the planning, leadership, recruitment, implementation, and quality control of all aspects of tennis, education, and life skills programming. The Program serves over 2,000 students annually through outreach, summer camp, and after-school programs.

The Program Director will also provide administrative support for the Executive Director in areas such as donor relations/tracking, fundraising, event management/planning, community relations, and reporting.

The Program Director will report to the First Serve OKC administrative office (7301 Broadway Extension, Suite 225, Oklahoma City) and to the Oklahoma City Tennis Center (3400 N. Portland Ave, Oklahoma City).

Role and Responsibilities

A successful candidate will support the mission and values of First Serve OKC by leading the organization to achieve qualitative and quantitative growth in the following areas:

- Tennis programming
- Life skills programming
- Education programming

- Staff & volunteer management
- Outcomes reporting to various funders, donors, and community partners
- Expansion of community partnerships to support these program initiatives

In addition, the successful candidate will serve as part of a team of employees by providing administrative support and feedback to the Executive Director in all areas of the organization.

Specific Job Duties

- Expand community partnerships to engage 2,000+ students per year through outreach programs (eg, OKC Public Schools, Boys and Girls Club, OKC Indian Clinic, Police Athletic League, etc)
- Recruit 150+ students through outreach programs for the First Serve OKC Summer Camps
- Recruit 50 students from summer camp to join the After-School program
- Identify, recruit, and train staff and volunteers for tennis, life skills, and education programs
- Prepare and refine existing program curriculum, and develop new content as needed
- Continually assess, and expand or refine program offerings to meet the needs of an evolving demographic
- Assist the ED to plan and execute staff and volunteer training for tennis, life skills, and education programs
- Be physically present to direct all summer camp and after school programs at the OKC Tennis Center and Will Rogers Garden Center
- Review, implement, and expand curricula as needed for all programs.
- Develop appropriate and supportive relationships with all students.
- Maintain a safe atmosphere and constant supervision of participants at all times.
- Promptly resolve all disciplinary issues with students, involving parents and support/intervention from social service agencies as needed.
- Be present and actively engaged to coordinate with other non-profits and service providers on presentations and collaborative projects at camps and programs.
- Identify opportunities to continuously improve the program, and incorporate feedback from and collaborate with the Executive Director.
- Enforce all policies and procedures of First Serve OKC in all aspects of programming and collaboration with other organizations.

Administrative Duties

- Assist Executive Director with daily operations in a professional and efficient manner.
- Help to maintain all equipment and supplies in order and good condition.
- For incidents and accidents, report immediately to the Executive Director and provide first aid and assistance as needed.
- Communicate and work closely with Executive Director on all aspects of the donor relations/tracking, fundraising, event management/planning, community relations, and reporting.
- Communicate with families in a professional and friendly manner.
- Refer questions and complaints to the Executive Director and follow-up as needed.

Qualifications and Minimum Education Requirements

- 18 years of age or older
- Bachelor's degree or equivalent professional experience.
- Tennis coaching certification through USPTA and/or PTR or willingness to obtain certification
- Proven track record of ability to manage groups efficiently and effectively
- Ability to be a positive role model to other staff, volunteers, and students
- Strong leadership, interpersonal, communication and customer service skills
- Proven ability to solve problems, work under pressure and manage multiple priorities
- Demonstrated reliability, maturity and responsibility
- Willingness to follow directions and learn
- Comfort and experience in working in diverse communities
- Impeccable integrity
- Any offer and subsequent employment is contingent upon the applicant completing and submitting a clean background check.

Preferred Skills

- College degree
- Management experience
- Experience working with youth in an educational and/or recreational setting
- Spanish speaking (conversational at a minimum)

Reviewed By:	Emmy Tigert	Date:	May 2, 2019
Approved By:	Emmy Tigert	Date:	May 2, 2019
Last Updated By:	Emmy Tigert	Date/Time:	May 2, 2017; 1:15 pm