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***Our mission is to empower girls and young women to have productive lives through holistic, gender-specific programs, education and experiences.***

**Program Director** is a full-time, non-exempt position

***Scope of Responsibilities*:** The Program Director serves on the management team to provide leadership and oversight for all Gwen's Girls programs and services which includes prevention/reunification, education, volunteer/mentoring and the group home. The Program Director manages the day-to-day aspects of programs and services including the supervision of staff, monitoring, evaluation and planning of program services.

***Essential Job Function:***

* Provide direct supervision for residential program staff. Oversee staff development and training; Monitor work performance, complete annual performance evaluations, and submit any performance-related documents in a timely manner
* Oversees the development and implementation of guidelines, operating procedures and standards for programs consistent with Gwen's Girls mission, contract requirements, regulatory guidelines and general standards of quality care.
* Works in collaboration with the Executive Director and other members of the administrative team on organizational projects, policies and management-level problem resolution. Works in collaboration with other planning and development staff regarding outcomes-based measurement, client/management information system, staff training, program evaluation and quality improvement systems.
* Staff supervision and development of staff reports and personnel appraisals. Assists staff to reach individual and departmental goals. Works to build a cohesive team and gives regular and appropriate feedback.
* Entrepreneurialism, strategic thinking and resourcefulness with a strong ability to manage staff and teams through periods of change and growth.

***Educational/Knowledge Requirements:***

* Master’s degree in Human Services, Social Work, Education or related field.

***Experience/Minimum Requirements:***

* 5 years of direct clinical, educational and training experience.
* Demonstrated administrative, supervisory, program development, fiscal management and leadership skills/experience required.
* Proficient computer skills needed in MS Office.
* Must have passion for and commitment to working with at-risk girls and families.
* Must be available to work evenings and some weekends when program activities are planned.
* Valid PA driver’s license with excellent driving record, reliable vehicle, insurance and registration required.
* PA Act 33 (Child Abuse) / Act 34 (Criminal History) / Federal Criminal History Record (FBI Fingerprint)

**How to Apply:** Please send a resume and cover letter to contactus@gwensgirls.org or mail to: Human Resources, Gwen’s Girls, Inc., 711 West Commons Street, Third Floor, Pittsburgh, PA 15212

*Gwen’s Girls, Inc. is an Equal Employment Opportunity Employer providing equal employment opportunities without regard to race, color, sex, age, religion, or national origin. This policy includes the handicapped and all Vietnam-era veterans. Gwen’s Girls, Inc. utilizes only job-related criteria in making decisions concerning applicants and employees.*