



## Natural Born Champions: Program Director Job Description

*Natural Born Champions Inc. is a community intervention program that aims to provide direct educational and workforce development enrichment resources and services to youth and families in Baltimore, Maryland.*

### **NBC Program Director**

Program Director

### **Pay (Contractual)**

\$18-\$20/hour

### **Job Overview**

We are seeking a creative and organized Program Director to join our growing youth program. The NBC Program Director position is a contractual position between September-June (10 months) in 1 fiscal year. This position is also full-time and paid bi-weekly. In this position, you will play a key role in shaping and educating our participants by coordinating and managing any NBC enrichment program with numerous activities and tasks. You will also collaborate with other mentors, create recreational plans and activities, and may be asked to oversee participants in fun-filled projects.

### **Program Director Specific Responsibilities:**

- Plan and oversee participant activities
- Hire mentors
- Guide and teach a range of indoor/outdoor activities
- Research effective social media marketing tactics
- Create social media posts and respond to inquiries Document transaction details
- Create monthly surveys and newsletters
- Attend all workshops and/or corporate events
- Create financial reports
- Create staff and program schedules
- Follow safety and emergency procedures and guidelines
- May perform administrative tasks (filing, record keeping, etc.) as needed



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### Compensation

\$18-\$20/hour

### Qualifications

#### Education

- High school degree or equivalent; Associate's degree, or two (2) years or more of full-time college coursework equivalent preferred

#### Experience

- Previous experience as a counselor-in-training, teacher, childcare, or related field
- First aid and CPR training and certification (preferred)

#### Skills

- Ability to multitask, prioritize, and manage time efficiently
- Encouraging to campers and patient when instructing
- Ability to serve as a positive role model and mentor
- Excellent verbal and written communication skills
- Comfortable in a team-player role
- Creative and innovative thinker and planner
- Computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- Strict adherence to camp philosophy, standards, and goals

#### Schedule (varies upon placement)

*Before School Program:* Monday-Friday 6:45am-8:00am (school placement)

*Before School Program:* Monday-Friday 7:30am-9:00am (school placement)

Monday-Friday 10:00am-1:00pm (office or remote hours)

*After School Program:* Monday-Thursday 2:00pm-4:30pm (school placement)

*After School Program:* Monday-Thursday 2:45pm-4:45pm (school placement)

*After School Program:* Monday-Thursday 2:30pm-5:30pm (school placement)

#### Benefits

- Remote Schedule (*tentative*)
- Health Insurance



## Natural Born Champions: Program Director Job Description

- Life Insurance
- Professional Development & Education Benefits
- Ride share Available

[Apply Here](#)

## Contact Information

Natural Born Champions General Inquiry Email

[naturalbornchampions@gmail.com](mailto:naturalbornchampions@gmail.com)

443-345-8077

[www.naturalbornchampions.com](http://www.naturalbornchampions.com)