



Title: Program Director

Organization: Wellfit Girls

Classification: Full-Time/Exempt

Organizational Background:

Wellfit Girls, a leadership, fitness and empowerment program in Southwest Florida, is seeking a full-time **Program Director**. The mission of Wellfit Girls is to inspire, challenge and empower teen girls to climb high in all areas of life through transformational leadership programs.

Position Summary: The **Program Director's** primary responsibility is to oversee all Wellfit Girls programs. The **Program Director** will implement and lead an educational program experience along with planning and leading a culminating expedition for each Wellfit Girls program. The **Program Director** will also be responsible for recruiting program participants and training adult/peer mentors to positively impact the lives of the students. This position has significant administrative and program management responsibilities. Additionally, this individual will be responsible for managing program development initiatives as well as help maintain good relations with community stakeholders. The **Program Director** will be responsible for developing a program culture that is person centered, outcome oriented and dedicated to empowering young leaders.

Knowledge, Skills, and Abilities

- Minimum of bachelor's degree
- At least 3 years of experience teaching, leading and/or mentoring groups in an outdoor setting preferred
- Excellent written and oral communication skills
- Clean driving record
- Must be willing to drive a 15-passenger van
- Current Wilderness First Responder (WFR) certification or ability to acquire it within 6 months of hire
- Team-oriented and collaborative-minded
- Must have excellent proficiency in Microsoft Word and Excel
- Excellent interpersonal and leadership skills
- Works collaboratively and/or independently as the task requires
- Strong critical/creative/strategic thinking, and problem-solving skills
- Organized with strong attention to detail
- Meets deadlines, works well under pressure
- Skilled facilitator

- Experience with risk-management best-practices
- Ability to physically complete a full expedition trek (anywhere from 3-10 days at high levels of elevation)
- Willingness to travel
- Willingness to have a flexible schedule
- Bilingual Spanish and/or Haitian-Creole speaker a plus

Duties/Responsibilities

- Develop and maintain caring relationships with participating students and their families
- Oversee cohorts of youth and plan and implement program curricula and activities.
- Participate in weekly leadership team meetings
- Plan, organize and lead all program expeditions
- Facilitate students in teambuilding activities and consensus decision making
- Manage program accounting, including expedition budgets, this includes managing all program fees
- Maintain participant paperwork, applications/registrations, and participant information
- Recruit program participants by developing relationships with teachers, school counselors, school administrators and other community stakeholders and maintain these relationships
- Schedule one-on-one meetings with applicants and parents
- Communicate and oversee program coordinators, program facilitators, fitness trainers and volunteers to ensure all programs are running smoothly
- Maintain and manage specific program property including, expedition equipment and gear, as well as company owned or rented vehicles
- Conduct staff and mentor evaluations and oversee survey assessments of participants
- Work closely with Executive Team to ensure all Wellfit Girls students' academic and non-academic needs are met
- Prepare detailed weekly reports for Executive Team
- Participate in various organizational committees, especially the programs committee

Reports To: Executive Director

Professional Level: Managerial

Benefit Summary:

The pay for this position varies based on experience. Wellfit Girls offers a competitive benefits package, including health insurance and wellness plans.