In the wake of the racial turbulence of the 1960’s, Tall Turf Ministries was founded with the vision to provide a safe, peaceful, and fun environment for youth, families, and churches of different racial groups to come together. The founders of Tall Turf shared the conviction that the Christian community ought to be at the forefront of the work of dismantling racism and injustice. To do so, we are currently seeking a Director of Programs to join our team and help facilitate this exciting mission.

**Job Title:** Director of Programs

**Reports To:** President and CEO

**Job Summary/Objective:** Oversee and implement the planning, organizing and evaluation of all programs according to program goals and outcome objectives.

**Position Type/Expected Work Hours:** Full-time/Exempt

**Essential Responsibilities:**

* Supervise and provide administrative leadership for program staff.
* Ensure that all programs comply with rules, standards, and regulations.
* Operate programs in a cost-efficient manner within approved budget parameters.
* Ability to initiate and build new relationships with diverse audiences.
* Develop and provide initial and on-going training and in-services for staff and volunteers
* Prepare required information and reports as well as any present or potential funding sources.
* Recruit and hire staff for programs in accordance with personnel policies and goals
* Assist in seeking and soliciting donations of needed resources and funding for all programs.
* Work in cooperation with agencies and churches that share and support Tall Turf s mission.
* Meet with the President at least once a week.
* Provide information, data, and progress reports at least once per month or more as needed
* Seek opportunities to promote the mission and programs of Tall Turf whenever possible.
* Facilitate all Program Committee meetings, providing needed information and reports
* Attend Board meetings as requested by the President or Board Chairperson.
* Accept and perform any additional responsibilities assigned by the President.
* Assume responsibility for recruitment: developing and distributing materials, coordinating with churches and social agencies, recording sign-ups, and making participant lists, sending out confirmation cards, communicating with out-of-town sources, and registering participants.

**Required Qualifications:**

* Minimum 3 years demonstrated experience in outdoor programming, adventure education, or related field
* Master’s or Bachelor’s degree and combined commensurate experience
* Current CPR and First Aid certification. (Or, completion within 30 days of employment)
* Demonstrated experience in successfully leading various outdoor recreation activities:
* Excellent written and oral communication skills, interpersonal skills, and organizational skills
* Valid driver’s license and insurability

**Preferred Qualifications:**

* Previous experience in higher-education outdoor recreation and education programming
* Entrepreneurial spirit
* Bi-lingual
* Wilderness First Aid and CPR instructor certification

**Deadline for Submission:** Review of applications begin immediately and continue until position is filled.

**How to Apply:** If applying please go to [www.indeed.com](http://www.indeed.com) for employment application, to add cover letter, résumé and three professional references.