

Director of Program Service
Full-time, exempt position

POSITION DESCRIPTION

The Director of Program Service is responsible for development, implementation and evaluation of educational/health promotion programs throughout the chapter's chartered area.

MANAGEMENT RESPONSIBILITY AND AUTHORITY

Responsible for supervision of Director of Client Services, Director of Outreach and other staff as assigned. Develops and recommends annual projection of income and expenses for program budget. The Director of program service reports to the Executive Director of the chapter.

POSITION RESPONSIBILITIES

- Leads Programs & Services Team
- Recruit, train, supervise and evaluate staff/volunteers in leading Foundation model programs such as Self-Help Courses, Aquatics Programs, Exercise Programs and Tai Chi Programs
- Oversees all Foundation programs and services including education, exercise, financial assistance, home assessment and children's programs
- Establish and maintain relationships with community organizations to build partnerships with the Foundation
- Supervise the allocation of assistance funding for medical equipment and medication
- Plan and organize Family Day, Camp and Expo
- Provides outreach activities including speaking engagements and health fairs
- Maintains health information and statistics about arthritis
- Coordinates AF program leader trainings
- Directs advocacy and legislative initiatives
- Writes grants
- Assists with preparation of releases and announcements for the media on arthritis and the Arthritis Foundation
- Insures that the Foundation is represented at community health fairs
- Schedules presentations for public and professional groups

- Conducts marketing and public relations to promote the Foundation and its programs
- Manages Programs & Services Committee
- Participates in the Executive Office Management Team
- Attend all events within the Foundation for Development and Programs/Services
- All other duties as assigned by the Executive Director

Is there anything that would prevent you from completing this job description as outlined?

YES NO

Signed

Dated