

On Belay Program Director

Position Summary:

On Belay provides unique adventure-based programs that build trust, confidence, and community among young people who have or have had a family member with cancer.

Since its inception in 2004, the organization has grown from a small, volunteer-run program to a multifaceted organization. On Belay currently runs six program sessions throughout the year at ropes courses and climbing gyms throughout New England.

The major responsibility of the Program Director is to coordinate and manage On Belay programs. Management of On Belay programs entails working with program locations, program facilitators, and participants, as well as participants' families. In addition, the Program Director will work closely with the Executive Director in several areas.

The responsibilities of the Program Director include, *but are not limited to*, the following:

Working with program locations includes: securing program dates and locations; managing on-site logistics; preparing and submitting all paperwork to secure program sites; managing relationships with existing site partners; and cultivating relationships with new program sites as needed.

Working with program facilitators includes: meeting with facilitators before and after programs to ensure high quality programs; working with the UNH liaison or other university partner to train, secure, and manage volunteers for each program; and maintaining communications with volunteers and facilitators between programs.

Working with participants and their families includes: responding to all program inquiries; managing all aspects of participant registrations, including ensuring that participants complete all waivers/forms prior to participating; administering post-program evaluations for participants and parents; and capturing testimonials/quotes at the end of each program for use in promoting On Belay.

Working with the Executive Director includes: updating the Executive Director on program developments before and after events; reporting demographic data and evaluation feedback from parents and participants; providing program-related content for grant proposals; pursuing opportunities for expanding the reach of the organization; seeking out and participating in outreach opportunities for On Belay at cancer-related conferences and events; delivering presentations to regional referral contacts on an ongoing basis; and following up with all media communications.

Other responsibilities include: updating and revising the registration and evaluation systems to better serve the needs of the organization; updating the database after each program; updating On Belay's web presence regularly with program developments (including photos from programs, quotations from participants, families, and supporters, and forthcoming programs, fundraisers,

and volunteer opportunities); collaborating with the board, staff, and volunteers in community outreach efforts; supporting other organizational activities—events, fundraising, board activities, etc.—as needed; and maintaining a professional presence at all On Belay programs.

Requirements:

- BA/BS or equivalent work experience;
- Proven record of success working with children;
- Independent, proactive worker who is not easily intimidated;
- A task-oriented logistician who is excited to explore the long-term vision of On Belay;
- Highly effective written and verbal communication skills;
- Exceptional organizational skills and ability to thrive in a systems-based environment;
- Ability to balance a strong work ethic and a commitment to excellence with compassion and sensitivity for the unique population served by On Belay;
- Proficiency in speaking to groups of all sizes and people of all ages;
- Experience working with adventure programs (ropes course or rock climbing preferred);
- Confidence with MS Office Suite, email, and social media applications.

Additional desirable qualifications:

- Knowledge of Adobe Creative Suite;
- Prior nonprofit experience.

Compensation:

- This position is part-time, 20 hours a week with a flexible schedule.
- The Program Director will work from home with regular meetings scheduled with the Executive Director, program constituents, and board members. Therefore, any candidate must have the following:
 - Reliable transportation
 - Regular and consistent access to hi-speed internet
- Compensation is based on experience at hourly rate of \$12 to \$15 per hour.

To apply: (Please note that applications are accepted **by email only.**)

Please send the following documents as PDFs by January 15th to info@on-belay.org

- Letter of interest addressing the following:
 - Your interest in On Belay’s mission
 - Why you are a good fit for this position
 - Which skills, questions, and approaches you will bring to address the challenge of building lasting community relationships to ensure that we reach the children in need of On Belay’s services
- Current resume
- Contact information for two professional references

The ideal candidate for this job will be an independent worker who has excellent written and

verbal communication skills, is highly organized, and can balance a variety of tasks. This is an exciting opportunity for an individual who has the passion and vision to help a growing nonprofit organization continue to expand to meet the needs of children throughout New England.