bernadette's house
empowering female leaders of tomorrow

PROGRAM DIRECTOR

STEAM & FINANCE PROGRAM

Role	Program Director	**Team**	STEAM & Finance Program
Reports to	VP of Programming & Impact	**Supervises**	Program Coordinator and Youth Counselors (STEAM)

JOB SUMMARY

This role supports the year-round mentoring and life skills programming that form the heart of Bernadette's House. Roles require a 1-year minimum commitment. Estimated time commitment is approximately 8–10 hours per week.

The Program director will lead the design, planning, and delivery of all STEAM and Financial Literacy programming. This includes setting goals, managing partnerships, and overseeing weekly sessions that provide girls with hands-on, age-appropriate enrichment.

JOB RESPONSIBILITIES

- Develop the program schedule, themes, and workshop lineup in coordination with the VP of Programming
- Recruit and schedule facilitators, speakers, and special guests for both weeks of programming
- Supervise and mentor the Program Coordinator and Youth Counselors
- Manage program logistics including supplies, transportation, and lunch coordination
- Ensure sessions are age-appropriate and that activities build toward the final performance or showcase
- Evaluate participant experience and summarize impact for board and donors

Sample Tasks:

1. Finalize the daily schedule for all three age groups across the four-week program
2. Confirm a local author or entrepreneur to lead a morning empowerment session
3. Collaborate with the CEO to coordinate space use at Carroll Baldwin Hall or other venues
4. Review Youth Counselor schedules and assign supervision zones for each activity
5. Create a spend plan for supply orders for crafts, journals, and t-shirts
6. Collect pre- and post-program surveys and prepare a visual report of outcomes

QUALIFICATIONS

- Experience designing or managing youth programming in STEAM or financial education
- Strong planning and communication skills; ability to lead and motivate teams
- Familiarity with culturally responsive and inclusive teaching practices
- Comfortable collaborating with external partners, guest facilitators, and schools
- **Preferred**: Bachelor's degree (or equivalent experience) in education, nonprofit management, STEAM, business, or related field
- Ability to manage data tracking and reporting using basic tools (Google Sheets, Excel, etc.)