bernadette's house
empowering female leaders of tomorrow

PROGRAM DIRECTOR

SUMMER PROGRAM

Role	Program Director	**Team**	Summer Program
Reports to	VP of Programming & Impact	**Supervises**	Program Coordinator, Youth Counselors, and Session Facilitators (Summer)

JOB SUMMARY

Bernadette's House's mission to empower girls ages 8–17 with real-world skills in STEAM, entrepreneurship, and financial education. Roles require a 1-year minimum commitment, with a 2-year renewable term (max 2 consecutive terms). Estimated time commitment is approximately 8–10 hours per week.

The Program director will lead in 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

- Design a year-round program schedule featuring STEAM, entrepreneurship, and financial literacy themes
- Coordinate with local professionals and partner organizations to offer workshops, field trips, or special projects
- Supervise and support the Program Coordinator and Youth Counselors to ensure high-quality program delivery
- Review and approve session plans, materials, and guest facilitators
- Collect and report program data including attendance, learning objectives, and participant feedback
- Serve as lead liaison with families, volunteers, and community partners related to this program track

Sample Tasks:

1. Create a 12-week program calendar that includes coding, budgeting, and creative problem-solving activities
2. Meet with a local bank representative to schedule a financial literacy workshop for middle school girls
3. Review the Program Coordinator's weekly supply list and approve before ordering

4. Coach a Youth Counselor through behavior management strategies for group work
5. Track attendance and engagement through shared spreadsheets or program software
6. Prepare a quarterly report on program impact and present to the VP of Programming & Impact

QUALIFICATIONS

- Strong background in youth development, mentorship, or social-emotional programming
- Experience coordinating volunteers and leading mentoring initiatives
- Excellent communication and facilitation skills
- Ability to track engagement data and develop simple reports
- Familiarity with trauma-informed practices and mentoring best practices

Preferred: Bachelor's degree (or equivalent experience) in youth development, psychology, education, or social work