

CRIM FITNESS FOUNDATION, INC.
 JOB DESCRIPTION

POSITION TITLE: Program Manager	P T	F T	S	A	N E	E
RESPONSIBLE TO: Program Director		X		X		X

COMPENSATION: Salary and benefit package commensurate with education and experience.

JOB SUMMARY

Manage program responsibilities in conjunction with all Crim activities and follow the Crim mission, under the direction and supervision of the (complete)

LINE RELATIONSHIPS

Reports to: Program Director

JOB FUNCTIONS

- Oversee and manage Coordinators, service members, or volunteers who assist with program(s) throughout the community.
- Assist with development of work plans and budgets.
- Maintain budget(s) consistent with grant requirements and work plans.
- Organize and execute Crim events as needed.
- Develop as well as continuously update program and/or curriculum standards and materials.
- Provide technical assistance and training opportunities as needed.
- Maintain the integrity of current programs through continuous assessment, evaluation, and reporting.
- Assist in securing funding to maintain and expand programming. This includes searching for grant funding and the preparation and submission of grant applications within the timelines and terms of each grant.
- Produce grant and program reports within set timelines to include accurate and required information.

- Assist in securing sponsorships and partnerships to enhance and expand programming.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION:

Bachelor's degree in health, nutrition, education, nonprofit management, related field.

EXPERIENCE:

At least five years of experience in program delivery. Experience in program development and management and supervision.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to apply knowledge of current research and theory to program implementation
- Ability to establish and maintain effective working relationships with volunteers, students, peers, and members of community
- Ability to speak clearly and concisely in written or oral communication.

LANGUAGE SKILLS:

Must possess the ability to read and interpret English language instructions. Must be able to present information on a one-to-one basis or group setting.

SPECIAL REQUIREMENTS:

- Resume and References
- Valid Michigan Driver's License
- Proof of current automobile Insurance
- DMV Printout (no outstanding violations)
- Fingerprint check required; must pass background check (federal, state, including DHS Central Registry)
- Regularly required to sit, stand, and walk for long periods of time
- Must be able to lift 25 lbs.
- Regularly required to work indoor and/or outdoors for extended periods of time
- Routinely works in an office environment; normal levels of sound in the workplace; with natural and artificial lighting

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified, nor as a guarantee that the duties described will only be performed by

personnel assigned to this job description. The Employer reserves the right to revise the duties and responsibilities of this position at any time at its sole discretion.

The Crim Fitness Foundation Is An Equal Opportunity Employer.

A handwritten signature in black ink, appearing to read "A. H. King", is centered on the page.

Chief Executive Officer

Date Implemented: 12.11.2013

Date Revised: 12.14.2016