CRIM FITNESS FOUNDATION, INC.
JOB DESCRIPTION

POSITION TITLE: Associate Program Director
Crim Mindfulness Initiative

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<td>RESPONSIBLE TO:</td>
<td>Director - Mindfulness Initiative</td>
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COMPENSATION: Salary and benefit package commensurate with education and experience

JOB SUMMARY
Design, implement, and oversee all aspects of administration and operations of Crim Mindfulness Initiative sector programming with board-approved goals and objectives under the direction of the Crim Mindfulness Initiative Director.

LINE RELATIONSHIPS
Reports to: Director; Mindfulness Initiative

JOB FUNCTIONS

1. Develop annual work plan(s), performance expectations, staffing needs, goals and objectives for designated sector(s) of the Mindfulness Initiative with guidance and support from the Mindfulness Initiative Director.

2. Support the development of the annual sector budget(s) working closely with Director; and oversee and manage budget(s) for sector programming.

3. Identify, design, implement and manage research-based best practices programming to meet the needs of sector audiences in alignment with director and board-approved goals and objectives.

4. Identify, pursue and secure funding sources to ensure sustainability of programs.

5. Write proposals and contracts, initiate and direct regular communications and meetings with sector partners to ensure satisfaction.

6. Ensure that all grant-funded programs are appropriately coordinated and are in compliance with any funding requirements, and that all grant reports are submitted on a timely basis, allowing adequate internal review time by the Director.

7. Monitor the activities of applicable Crim youth and adult programs, working closely with staff to ensure consistency in program performance and quality. Ensure quality standards are reviewed and updated regularly.
8. Manage and direct staff, ensuring performance evaluations are completed.

9. Ensure all Crim volunteers, interns and AmeriCorps members are recruited, oriented, trained and evaluated according to adopted protocols.

10. Ensure accurate record keeping and data collection; ensure that all Crim program data is consistently and accurately collected and maintained.

11. Other duties as assigned.

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.

QUALIFICATIONS

Minimum:
EDUCATION:
Four year degree in education, public health, program administration or health-related field or equivalent combination of training and experience.

EXPERIENCE:
Experience working with youth, parents and educators in the greater Flint and Genesee County area or region with similar demographics. Knowledge of mindfulness, educational best practices, social emotional learning, grant writing and management, and community health resources helpful.

Preferred:
EDUCATION: M.A in education, public health, program administration, community development, leadership, or health-related field.

EXPERIENCE:
Three or more years of experience working with youth, parents and educators in the greater Flint and Genesee County area or region with similar demographics. Demonstrated knowledge of mindfulness, educational best practices, social emotional learning, grant writing and management, and community health resources.

KNOWLEDGE, SKILLS AND ABILITIES:
People skills, organizational skills a must. Excellent oral and written communication skills required. Current computer knowledge of word processing, spreadsheets and basic knowledge of database management. Interpersonal skills using tact, mindfulness, emotional intelligence, patience and courtesy. Team player. 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)
● 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 indoors 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 Crim Fitness Foundation Is An Equal Opportunity Employer.

Gerald S. Myers
Chief Executive Officer

Date Implemented: 10.24.08
Date Revised: 03.16.09
Date Revised: 11.27.12
Date Revised: 12.11.13
Date Revised: 12.14.16
Date Revised: 12.18.19