



Program Director

Full-time/Exempt

Occasional nights and weekends as needed.

Reports to: Executive Director

Salary range: \$62,400 – \$66,560 annual

Benefits: Medical, Dental, Vision, Life Insurance, Paid Vacation, Paid Sick Leave, Employee Discounts

Job Overview:

The Community Center of La Cañada Flintridge is seeking a Program Director to join our team.

The Program Director will market, maintain, and execute program-related activities, events, and fundraisers at the Community Center, providing a forward-facing connection point for all program instructors, volunteers, participants, and families. They will also take initiative in seeking, researching, and developing new programs for all ages.

Responsibilities

Programming:

- Coordinate and schedule dates, times, and facility locations for multiple programs simultaneously.
- Daily management of program operations.
- Program budget development and expense management.
- Management of registrations and customer transactions through registration software (CivicRec).
- Hire, manage, train, and schedule all independent contract and staff instructors including camp counselors and volunteers.
- Maintain and develop program policies, documentation, and safety procedures.
- Maintain a keen awareness of popular programs and program trends.
- Create strategic plan for CCLCF Programs
- Develop and implement new programming for Youth, Adult and Senior age groups.

Customer Service:

- Handle incoming phone calls, emails, and daily communications with customers, vendors, and volunteers.
- Data entry in multiple platforms including, Microsoft Office 365, and Civic Rec registration software.
- Provide written communication with customers, instructors, volunteers, and vendors.
- Maintain positive working relationships with contractors, staff, instructors, and volunteers.

Marketing:

- Develop marketing and branding plan
- Supervise creation of marketing materials including print, email, website, and social media.
- Create and maintain marketing schedules
- Manage Marketing Coordinator

Events:

- Coordination and implementation of special events and fundraisers throughout the year.
- Volunteer and staff management during events.

Community Center of La Cañada Flintridge

4469 Chevy Chase Drive, La Cañada Flintridge, CA 91011 www.cclcf.org

A 501(c)(3) non-profit organization providing a place for all to learn, grow and thrive.



Minimum Qualifications

- 3+ years of experience in Program Management, Parks and Recreation, or related fields.
- 2+ years of event management experience.
- 1+ years of supervisory experience
- 1+ years of marketing experience including social media
- Excellent written and oral communication skills
- Exceptional customer service, engagement, and interpersonal skills.
- Works well with limited supervision and has excellent organizational and time management skills.
- High proficiency with computer processes, software, and web-based platforms including Microsoft Office
- Able to learn new processes, set goals, and prioritize tasks in high-paced environment
- Flexibility to occasionally work evenings and weekends, as needed, including Thanksgiving morning.
- Bachelor's Degree

Mandatory Requirements

- Employment eligibility verification
- Applicant must pass a background check including LiveScan fingerprinting.

To apply, please submit a cover letter and resume to jobs@cclcf.org. No phone calls or walk-ins please.

The Community Center of La Cañada Flintridge is a non-profit 501(c)(3) organization has a 60-year history of community service for educational, cultural, and recreational programs for all ages. CCLCF is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, or age.