Title: Program Supervisor
Classification: Barnstable County
Department: RDO
Grade: N/A $30,000.00 per year
Reports to: Program Coordinator
FLSA Status: Non-Exempt
Effective Date: June 2020
Union Status: Non-represented

Summary
Professional, administrative, supervisory work directly related to the AmeriCorps Cape Cod program, Corps members, and program provided residences; all other related work as required.

Supervision
Works under the direct direction of the Program Coordinator. Position requires direct supervision of up to 24 AmeriCorps Cape Cod Corps members. Work is performed in close communication and cooperation with other program staff, Advisory Board members, and community service partners and volunteers.

Essential Functions
The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Works with the Program Coordinator to develop, implement, and accomplish current and future program goals and objectives in compliance with all county, state, and federal guidelines
- Lives full-time in one assigned program residence
- Supervises up to 24 Corps members and enforce disciplinary procedures with members violating program policies and unsatisfactory performance.
- Responsible for the creation of a safe, respectful, and comfortable residential living environment for members; ensures timely communication with Program Coordinator on all safety, security, or other residential issues
- Responsible for the day to day upkeep and maintenance of two program residences
- Demonstrates, leads, and promotes a commitment to service
- Promotes program outreach efforts by attending community meetings and functions, communicating with media outlets, and developing community relationships
- Assists with the development, scheduling, and implementation of Corps member trainings, workshops, retreats, and special events
- Responsible for the Group Service Project process including project development, selection, implementation, community volunteer engagement, tracking, and evaluation
- Supports the Corps members in the recruitment, engagement, and management of community volunteers
- Supports the Corps members in the development, scheduling, presentation, and evaluation of community education programs
- Participates in Corps member evaluation and feedback process
• Responsible for orchestration and supervision during emergency response efforts of Corps members and staff
• Responsible for timely record keeping, data tracking, program reporting, and program evaluation

Performs similar or related work as required, directed or the situation dictates.

**Recommended Minimum Qualifications:**

**Education and Experience**
Bachelor’s Degree: Biology, Environmental Science, Social/Community Services, and/or related field preferred. One year of direct service, project supervision, team leadership and at least one year of experience should be in a supervisory capacity or an equivalent combination of education and experience. Previous AmeriCorps or other national service experience preferred.

**Certifications/Special Requirements:**
Valid Massachusetts motor vehicle operator's license

Reliable vehicle. Position will require significant traveling within Barnstable County.

National Service Criminal History Check required.

**Knowledge:** Knowledge of team building, facilitation and group dynamics, knowledge of conflict resolution and mediation; knowledge of volunteer recruitment, management and interaction

**Ability:** Ability to communicate effectively with a wide range of constituents; ability to effectively operate under high stress, time sensitive situations, and emergency; ability to create and implement trainings, workshops, and educational programs

**Skill:** Strong organization and project management skills; strong supervision and interpersonal skills; strong written and verbal communication skills; strong computer skills

**Job Environment**
Work is performed in both office and field settings; some exposure to adverse weather conditions; work requires conducting programming and trainings in a variety of locations. Operates computers, standard office machines, automobile/truck/van, hand tools and audio visual equipment; may also use specialized tools or equipment based on responsibility. On-call status for emergency and residential response and occasional evening, weekend, and overnight commitments are required. Makes frequent contact with service partners. Has access to confidential information, such as member files. Workload will fluctuate due to deadlines and unforeseen events as a result of grant funding and the nature of a residential AmeriCorps program.

Errors could cause delays and loss of services, injury to others, damage to buildings and equipment and cause adverse public relations.
Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Frequent moderate to strenuous physical effort required when performing field work that consists of navigating uneven terrain, occasional lifting of 50 pounds or more, and utilization of hand and power tools. Work requires ability to effectively operate under high stress, emergency, and time sensitive situations.

Minimal physical effort generally required when performing duties under typical office conditions. The employee is required to sit, stand, talk, hear and work before a computer for an extended period of time. May be required to lift materials up to 30 pounds, including books, computers equipment, and audio-visual equipment.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

This position is offered each year contingent on the appropriation of grant funding allocated by the Corporation for National and Community Service

Equal Opportunity Americans with Disabilities Act Employer