

Northwest Arena

Title: TheZone Program Director

Reports To: Executive Director

Department: Administration

Status: Salaried Exempt, Eligible for Benefits

Northwest Arena

Northwest Arena is the heart of Jamestown's indoor activity throughout the year. A multi-use facility with dual ice pads and a walking track, residents and visitors regularly head to the Arena for public skating, ice bumper cars, skate 'n shoot hockey, backyard curling, running and walking the "cool" track, or to cheer on their favorite figure skater or ice hockey team. An Arena Club and Atrium space provide venues for meetings, comedy nights, and special events like conferences, bridal and baby showers, and parties of all sorts. More than just a center for sports and physical activity, people of all ages come to the Arena to be with friends and family. Since opening, the Arena has hosted a number of large events and currently draws an estimated 250,000 visitors each year.

TheZone

TheZone, at the Arena, is a combination children's museum and indoor playground that will offer year-round recreation for kids in our community. TheZone will be a one-of-a-kind indoor sports-themed play space for toddlers through pre-teens designed to get kids moving and thinking. TheZone satisfies a critical need for indoor recreational space in our community and will lower the barriers to play, thanks to a fully ADA-compliant design and plans to offer free and reduced entry to children in our community.

PAY, HOURS & BENEFITS

This position is full-time, salaried exempt and primarily working Monday through Friday. Some nights and weekend hours will be required when certain events are held at the Arena. This is a benefit-eligible position offering:

- Paid holidays, vacation time and sick/personal days
- Eligibility for retirement plan after one year of employment
- Health, Dental and Life Insurance

POSITION SUMMARY

The Program Director will oversee programming at its highest level and daily operation of TheZone by maintaining adequate attendance, and ensuring all guidelines, rules and regulations established by the Board. The Program Director will carry out the mission that all visitors encouraged to **inspire.dream.grow** through their experience.

DUTIES AND RESPONSIBILITIES

General

- Fulfill the ongoing daily needs within TheZone overseeing program planning and instructional tasks
- Establish an enriching, creative environment where children feel comfortable
- Provide a creative space that fosters physical, social-emotional, cognitive and creative development.
- Ensure TheZone abides by all laws, rules and regulations under which it operates and/or receives funds, as well as any and all policies set forth by the Board.
- Facilitate staff meetings
- Provide information to potential clients
- Greet children and guardians and other guests to TheZone
- Assist with Marketing of TheZone
- Assume responsibility of TheZone
- Report to the Executive Director

Policy and Procedure

- Able to articulate program goals and philosophy and apply them to working with our visitors and other adults working in the program.
- Be familiar with policies and procedures and be available to explain them to parents, volunteers, community members and visitors to the facility.
- Assure adherence to all standards, policies and procedures
- Implement all policies set forth by the Board of Directors

Fiscal Responsibilities

- Adhere and maintain budget for TheZone
- Assist in writing, planning, obtaining, and administering Grant Funding
- Assist in fundraising activities

Program Planning

- Oversee the development of an enriching curriculum as well as a safe and fun environment
- Helps promote ongoing contact with visitors and guardians
- Develop and maintain positive relationships with visitors
- Design and maintain an organizational structure and staffing pattern to effectively accomplish the organization's goals and objectives.

Learning Experience Operation

- Provide positive leadership to staff by clearly expressing organizational values and program standards, maintaining clear channels of communication and soliciting staff input in decision making when appropriate

- Train, evaluate and supervise all staff and volunteers including training all staff in routines such as safety, cleaning and maintenance procedures.
- Ensure developmentally appropriate activities are implemented.
- Maintain on-going assessment of staff, interns and volunteers.

Facility

- Maintain order and cleanliness of all areas of TheZone.
- Ensure that routine sanitizing of equipment is done daily in each area of TheZone.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's Degree or equivalent work experience
- Experience working with children (examples include preschool teacher, daycare, sports camps or similar experience)
- Experience in creating, analyzing and presenting outcomes-related reporting to leadership
- Able to uphold and effectively represent mission and values and a high degree of professionalism
- Ability to work well across functions and departments to forge strong cross-disciplinary relationships
- Able to build and encourage a positive and collaborative working environment, showing appreciation and unity of all staff's contributions
- Experienced in people management and conflict resolution
- Exceptional interpersonal skills, including the ability to influence, lead, educate and collaborate
- Able to establish and reinforce rules of behavior and compliance with procedures
- Exceptional interpersonal and communication skills – written, verbal and platform
- Passionate about education and is advocate for helping young children
- Friendly, positive, can-do attitude
- Management experience
- Self-starter
- Integrity
- Experience in program development
- Grant writing and fundraising experience a plus
- Experience in education, sports management, or business a plus
- Background in fitness (athletics, sports, exercise science or related fields) a plus