



AmeriCorps Program Director

Reports Directly to: **Executive Director**

Status: **Exempt, Full Time**

Office Location: **remote (ability to work from home) with meetings on-site as needed**

Organization:

The mission of Gio's Garden is to nurture and strengthen families with children with special needs by increasing their access to needed services. Gio's Garden does this by focusing on three key areas: Respite, Therapy, and Family.

RESPITE: Gio's Garden is a therapeutic respite center for children, ages birth through six years old, with special needs. Our respite program provides care in a professional, developmentally supportive, fun, home-like group setting that encourages growth through play and socialization. These respite services provide parents and caregivers the chance to take a much needed break to recharge and reconnect. During respite, children are able to explore the world around them through play and form friendships with other children.

THERAPY: Gio's Garden encourages each child to work on individual goals while visiting Gio's Garden using recreation and art. These goals may encompass sensorimotor, social-emotional, cognitive and/or communication skills and development.

FAMILY: Gio's Garden believes that it's important for families to have resources and support beyond respite care. Monthly parent support groups welcome parents to discuss a variety of topics including: parent self-care, transitioning into school, potty training, and county waiver funding. In addition to parent support, we thrive to create meaningful opportunities for the entire family. During family events, parents and children are able to connect and supportive relationships with one another outside of respite in a fun environment.

Job Summary/ Overview:

Gio's Garden received a one year federal AmeriCorps planning grant to be implemented from September 1, 2019-August 31, 2020. During this grant year, this position will research ways and locations to expand our Respite 2 Go program to other areas in Dane County, and research how to use AmeriCorps members to provide the support to this proposed expansion and best meet community need. The AmeriCorps Program Director will also look at our Parent Support and Education programs, conducting focus groups, and talking with parents and caseworkers to create a possible curriculum of parent education topics to explore. Throughout the one year planning grant, this position will engage with consultants to design a successful AmeriCorps program, setting up the systems and best practices throughout the agency. Towards the conclusion of the grant, the AmeriCorps Program Director will be assisting in the creation of a proposal for an AmeriCorps State Formula Grant (9/1/2020-8/31/2021) to be submitted late spring.

If the State Formula grant is funded, the AmeriCorps Program Director will be responsible for implementing strategies to recruit and retain high-quality AmeriCorps members for the new grant year. During the new grant period, the AmeriCorps Program Director will handle the day to day operations of the AmeriCorps program, including training and support of members, maintaining effective relationships with site contacts, and ensure the program meets all standards and requirements of the AmeriCorps grant.

To Apply:

Please send a cover letter, resume, and 2-3 letters of professional reference to val@giosgarden.org with AmeriCorps Program Director in the subject line. Review of applications will begin immediately and continue until the position is filled. Position start date is September 1, 2019.

QUALIFICATIONS

- Experience with AmeriCorps or national service program is not required, but highly valued
- 2-5 years prior professional experience is highly valued
- Previous experience managing federal grants is highly valued
- Associates Degree or higher
- Valid Driver's License and reliable transportation

ESSENTIAL FUNCTIONS

- Clear communication skills and a strong sense of maturity, positivity, and professionalism
- Ability to work independently, organizing and prioritizing a number of tasks as related to grant requirements
- Requires the ability to handle detail work under pressure and meet deadlines
- Work effectively with managers, co-workers, and members of the public and professional groups to manage and coordinate activities and projects
- Flexibility to learn new skills and improve current systems

JOB TASKS & RESPONSIBILITIES:

Planning Future AmeriCorps Program Proposal (95%)

The planning process would be divided up into three phases: 1- Research, 2 - Planning, 3 - Program Proposal.

Research Phase

- Conduct five parent focus groups to determine both parent education/health topic interest and respite needs (including gathering information about best location and times)
- Research different consultants (AmeriCorps Fiscal Management, Program Development, Best Practices) to find the best fit for our program
- Visit potential Respite 2 Go sites and explore new partnerships
- Research evidence based evaluation systems to gather data
- Determine member activities that best address the community need
- Reach out to Dept of Human Services - Respite Waiver Staff to determine where current respite needs are in Dane County (potential Respite 2 Go sites)
- Meet with early education and special education professionals and therapists to determine biggest struggles children with special needs have when starting in a school setting
- Meet with other AmeriCorps funded programs in WI to learn best practices

Planning Phase

- Attend the North Central National Service Training Conference
- Engage consultants for program design and create policies for best practices
- Determine best Respite 2 Go sites, create initial agreements with new sites (contingent on Program Grant Award)
- Determine potential member positions, desired qualifications and develop a member recruitment strategy
- Determine best evidence based evaluation systems
- Prioritize educational/ health improvement topics from focus groups and research presenters to cover these topics
- Compile education information to determine school readiness deficiencies

The third phase, **Program Proposal**, will start when the Request for Proposals for the 2019-2020 grant is released. During this phase the AmeriCorps Program Director will be responsible for creating a proposal for the 2019-2020 AmeriCorps State Formula Grant based on the information that was gathered during the first two phases of the Planning Grant. After submission of the grant, the AmeriCorps Program Director will finalize AmeriCorps member job descriptions, create a training calendar, implement a recruitment process (if funded), and write a final report for the Planning Grant.

Other Duties As Assigned (5%)

- Attend staff meetings as scheduled
- Represent Gio's Garden in a positive, professional manner within the office and the community
- Maintain complete confidentiality of information concerning the families, children, volunteers and staff
- Perform other related duties as may be assigned by Gio's Garden leadership staff