



Job Title: Program Director  
Location: Hogansville, Ga  
Employment Type: Full-Time (40 hours/week)  
Salary: Competitive Pay

### **About Pioneer Youth**

Pioneer Youth is a non-profit youth program located in Hogansville, GA, dedicated to empowering and inspiring students aged 7-17 to reach their full potential and make a positive impact in their community. We offer free tutoring, mentorships, and a safe place for the youth of Hogansville. Our programs run Monday-Friday from 2 pm to 6 pm, and we closely align our schedule with Troup County Schools.

### **Job Description**

We are looking for a dedicated and dynamic Program Director to lead our youth program at Pioneer Youth. The Program Director will play a pivotal role in building, organizing, and overseeing our program to ensure it offers a positive and enriching experience for the youth we serve. The Program Director's responsibilities include:

### **Program Development**

- Develop and build an engaging and educational program that offers valuable activities each day.
- Create and manage a program budget while remaining cost-conscious.
- Schedule and coordinate classes, clinics, and other activities to benefit our youth participants.
- Ensure the program runs four days a week from 2 pm to 6 pm, with flexibility in the choice of days (excluding every Friday).

### **Staff and Volunteer Management**

- Oversee program staff and volunteers, ensuring they provide the best support and mentorship to the youth.
- Assist in recruiting and onboarding new volunteers to expand our team.
- Lead weekly or bi-weekly meetings with program staff to ensure smooth operations.
- Maintain open and effective communication with the Executive Director.

### **School Involvement and Coordination**

- Engage with local schools, participating in events such as lunches and 5th-grade graduation ceremonies.
- Coordinate transportation for students, including buses.
- Manage food and snacks, including shopping at the Food Bank for meals and planning special meals for the program.
- Handle all disciplinary situations involving youth at the center, working with students and parents to determine appropriate actions and resolutions.
- Provide written reports as needed to document and address disciplinary matters.

### **Collaboration and Support**

- Collaborate with the Executive Director to plan and execute events and initiatives.
- Follow through on action steps provided by the Executive Director to drive the organization's mission forward.

Overall, the Program Director is responsible for ensuring a safe, enriching, and well-organized program for the youth of Hogansville. This role is instrumental in making a positive impact on the lives of young individuals in our community.

To apply for the position of Program Director at Pioneer Youth, please submit your resume and a cover letter detailing your qualifications and interest in the role to [Emilee@Pioneeryouth.org](mailto:Emilee@Pioneeryouth.org)

Join us in making a difference and empowering the youth of Hogansville to reach their full potential.