



CROSSPURPOSE

Program Site Director 2025 Job Description

Scope and Position Responsibilities

The Program Site Director is responsible for teaching and managing the day-to-day operations of the Leader Program; the program goal is for participants (Leaders), to graduate with full-time jobs and be able to exit poverty, move towards self-sufficiency and build financial stability. The Director leads a team of Coaches and an Operations Specialist who work together to assist Leaders throughout our six-month program through personal development, skill building, and professional growth. Through teaching, facilitation, and community building, the Director creates an environment of safety, collaboration, support, accountability, and development for all Leader participants, as well as for their site staff. In addition to being the main teacher of the program, they are accountable for achieving the team's annual career and community development goals and objectives.

Department: Program
Supervisor: Chief Program Officer
Direct Reports: Up to 6

Major Areas of Responsibility

Teaching and Program Responsibilities

- Implements and prepares the curriculum, scope, and sequence of teaching material to support Leader growth and development throughout the six-month program
- Teaches 80% of the personal and professional development classes in the Personal Development phase and implements the provided curriculum; schedules other external or internal guest speakers
- Teaches 80% of Family Gathering lessons and schedules other internal or external guest speakers
- Manages a classroom of 30-100 participants and facilitates discussions among groups of diverse individuals
- Coordinates and communicates details of programming for daily lessons, Family Gatherings, and special events (retreat, graduation) with the site team to facilitate smooth events
- Ensure that all program activities operate consistently within the mission and values of CrossPurpose

Operations Responsibilities

- Coordinates with Program Operations Specialist for daily classroom and special event needs



CROSSPURPOSE

- Manages facility needs by coordinating with internal and external stakeholders for needs and updates
- Oversees site budget for events and all classes
- Approves additional resource requests from coaches to support leaders through the program

Management Responsibilities

- Lead and build the capabilities of a diverse, talented, and successful team
- Meets with site team consistently and each direct report weekly or bi-weekly for coaching, feedback, accountability, support, training, and direction to achieve program goals
- Aligns staff and other resources to most efficiently and effectively achieve the team's programmatic objectives
- Participate in interviewing and hiring decisions for new program staff; work in conjunction with Human Resources to develop and retain highly qualified staff
- Maintain and improve performance and outcome measures for skill development, employment, retention, skill track options, graduation rates, and other measures that are core to CrossPurpose's mission
- Maintain a culture of performance management and continuous improvement, helping staff focus on both their responsibilities as well as the team and organization's overall goals
- Develop and maintain the relationship with the primary church partner on-site

Team Responsibilities

- Create a welcoming and safe environment for all leaders and community members on-site and through all external communications
- Exemplify the organizational core values and behaviors within the team, staff, leader, and community relationships
- Input and consistently update Salesforce data
- Participate in set up and tear down at team and on-site events including graduations, leader retreats, and weekly Family Gatherings
- Participate in all team training events and all staff events including days of solitude, culture club, staff retreat, etc.
- Be able to lift 20-30 lbs as we move furniture and materials for programs and events.

Qualifications

- Bachelor's Degree in Education or related field
- Related Master's degree a plus
- 3+ years of supervision and management experience required, preferably in a complex multi-program environment
- 5+ years of cross-cultural leadership experience
- 3+ years of teaching experience in a diverse context
- Must be able to work creatively within a budget and use innovation to find ways of more effectively managing resources



CROSSPURPOSE

- Knowledge and understanding of the complexity of poverty and familiarity working with issues of poverty with either personal life experience or 3 + years of experience
- Strong interpersonal, written, and oral communication skills; proven ability to communicate with diverse audiences
- Strong organizational skills, attention to detail, high standards, initiative and follow-through
- Familiarity and/or ability to become proficient quickly in Google Suite, Salesforce, and other software
- Strong commitment to Christian faith
- Deep passion for the CrossPurpose mission and values
- Provide a working laptop and smartphone for personal, and work use

Hours, Compensation, and Benefits

Hours: 40 hours/week: Monday - Friday 8:00 am - 5:00 pm, Wednesday evenings, occasional other hours as scheduled.

Starting Salary Range : \$95,000 - \$120,000 Annually

Performance Bonus: Up to 5% of salary

Vacation: 15 days per year, plus the office is closed Christmas Day - New Year's Day, and staff have limited duties

Sick Days: 6 days per year

Insurance Benefits: Health, dental, vision, worker's compensation, unemployment, short-term disability, long-term disability

These and other benefits are discussed in more detail in our Employee Handbook.



CROSSPURPOSE