



Creativity • Learning • Compassion • Collaboration • Inclusion

Title: Program Director
Chapter: Asheville
Hiring Pay Range: \$17/hr – \$22/hr; 32 hrs/week
FLSA Classification: Non-Exempt
Posting Date: 08/16/2021
Closing Date: 09/15/2021 @ 5:00 pm
Mission
Arts for Life is a 501(c)(3) nonprofit organization dedicated to supporting pediatric patients and family members through arts education and engagement. By providing educational art programs, we enrich patients' lives, nurture their minds and spirits, and encourage positive healthcare experiences for children and their families. We currently serve children and family members in four chapter communities across North Carolina.
Position Summary
The Program Director is responsible for ensuring that Arts For Life delivers top-notch programs to patients and families in hospitals/clinics and has overall responsibility over the success of the Asheville chapter serving Mission Children's Hospital. (This includes multiple locations within Asheville: the Reuter Outpatient Center / Mission Children's Specialists, Zeis Children's Cancer Center, and the pediatric Inpatient unit at Mission Hospital.)
Scope of Position
The Program Director reports to the Executive Director and has overall responsibility for the Chapter, directly supervising the chapter's other staff, volunteers, and interns. The Program Director works with onsite hospital/clinic staff and Arts For Life staff in other chapters, particularly other Program Directors.
Responsibilities and Duties
The Program Director: <ul style="list-style-type: none">● Provides excellent, engaging arts programs to patients and families● Acts as an effective leader by recruiting, hiring, training, managing, and retaining a great team of volunteers, interns, staff, and fellows● Works to enrich the Arts For Life experience for patients and families● Cultivates excellent relationships with hospital partners and the arts community;● Serves as an integral part of the Arts For Life team● Effectively shares impact of Arts For Life's program● Performs other strategic duties in order to fulfill Arts For Life's mission
The Program Director performs the following duties on a regular basis: <ul style="list-style-type: none">● Designs and delivers high-quality engaging arts programs to patients and families<ul style="list-style-type: none">○ Coordinates all program elements in all locations across the Asheville chapter● Manages team of Arts For Life volunteers and interns● Oversees and ensures successful arts programming that meets the needs of patients

- from 2 – 21 years of age
- Collaborates with Program Directors in other chapters on project ideas, continuing education for staff and volunteers, and other programming
 - Collaborates with the Director of Remote Programs to best serve Asheville’s patients and families with Arts For Life’s remote program offerings
 - Occasionally supports Remote Programs with project ideas and content
- Recruits, trains, supervises, and supports Arts For Life’s team of teachers—volunteers, interns, and Teaching Fellows and/or part-time teachers—to reach more patients and deliver more service hours
- Maintains the service schedule and calendar to best meet the needs of patients
- Works with onsite hospital/clinic staff to facilitate art groups and other special events
- Participates in weekly multidisciplinary staff rounds, if applicable
- Ensures effective collaboration and communication with hospital/clinic staff
- Maintains detailed program reports and records
- Keeps art supplies stocked, clean, and organized
- Keeps art kits stocked for times when there is no teacher available
- Acts as liaison for community partnerships and collaborations
- Supports development and fundraising efforts of the organization
- Adheres to hospital policies and requirements, including but not limited to dress code, safety, and privacy

Qualifications

This position requires a bachelor’s degree in the arts, education, or a related field OR extensive (at least 5 years) experience with the arts and children in a work environment.

Due to hospital requirements, this position also requires up-to-date immunizations—including COVID-19—and annual flu shots.

This position is subject to the successful completion of an employment background check. An employment background check can include a criminal background check, employment verification, reference checks, license verification, academic verification and credit history check (if applicable).

Environment

The Program Director works primarily in a hospital/clinic setting. The Program Director in Asheville will be required to travel between program locations—all within a three-mile radius. They should have access to reliable transportation—travel time will be compensated, and mileage will be reimbursed. A minimal amount of administrative work may be done remotely, with a supervisor’s approval.

Physical Requirements

The physical requirements of this position are considered light work and include: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, repetitive motion.

Working Conditions:

- The worker may be exposed to infectious diseases within a hospital setting
- Worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive

reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes

EEO Statement

Arts For Life is committed to equality of employment and does not discriminate against applicants or employees based on race, color, national origin, ethnicity, age, gender, cultural background, socioeconomic status, religious beliefs, sexual orientation, gender identity or expression, disability or diagnosis, genetic information or veteran status. Moreover, Arts For Life is committed to recruiting a broadly diverse pool of qualified candidates for this position.