

Organization: The Wellness Initiative

Position Title: Program Director

Position Type: Part time (approximately 25 hours per week)

About The Wellness Initiative:

The Wellness Initiative (TWI) is a Boulder-based nonprofit organization. Our mission is to improve the physical health, social and emotional development, and academic performance of low-income youth through yoga-based wellness programs. The Wellness Initiative was founded in 2006 to deliver wellness programs to K–12 students in Colorado. During the 2009–2010 school year, we served 1,700 students and 300 classroom teachers in 19 schools.

Job Description:

The Wellness Initiative seeks a program director to manage program-related activities for our dynamic, growing organization. We currently have one full-time employee and, variably, 10–20 contracted yoga instructors. Reporting to the executive director, the program director is responsible for instructor supervision and support; school partnership management; volunteer management; and other activities. Candidates should have a strong desire to improve the health of children in Colorado and a deep understanding of the benefits of yoga. The program director will be expected to spend a portion of his or her hours each week in the Boulder office, but much of his or her work can be performed in the field or at home.

Please note that qualified candidates may supplement their 25-hour workweek by teaching yoga through TWI's school programs.

The responsibilities of the program director include the following:

Instructor Supervision and Support

Manage the day-to-day activities of The Wellness Initiative's school-based programs. This includes, but is not limited to, the following:

- Recruit, interview, and make hiring recommendations for instructors.
- Manage and support yoga instructors by administering contracts, performing background checks, maintaining schedules, tracking invoices, and coordinating with the executive director to place instructors in the appropriate schools. Currently, TWI contracts with approximately 15 instructors; we anticipate hiring additional teachers in the future.
- Schedule and plan quarterly instructor meetings.
- Organize and facilitate ongoing instructor observations, evaluations, support, and training to ensure the strength and effectiveness of our programs. Maintain a scheduled set of reviews in conjunction with the executive director.
- Order, transport, and maintain necessary program supplies.

School Partnership Management

Serve as the primary point of contact for some school partners. Manage scheduling, mat delivery, evaluations, contracts, and additional tasks as required. Ensure program quality and cultivate positive working relationships with each school.

Volunteer Management

Recruit, select, manage, supervise, and support classroom volunteers.

Other Activities

- Collaborate with third parties to manage program evaluations.
- Assist with special events, fundraisers, health fairs, etc. This work may include some evening and weekend hours.
- Represent TWI in the community and work to build new relationships with schools, nonprofit organizations, and businesses.
- Assist with administrative activities, including, but not limited to, filing, database management, and website content and newsletter development.

Qualifications:

A strong commitment to TWI's mission is essential. A bachelor's degree in education or a related field is required. Successful candidates will have an entrepreneurial mind-set and the ability to think creatively about how to manage and improve TWI programs. These candidates will also possess the following accreditations, traits, and skills:

- Significant experience working with and educating children; classroom teaching experience is ideal
- Yoga Ed. certification or the willingness to obtain it
- Previous experience with program coordination and management
- Yoga instructor certification and a minimum of one year's experience teaching yoga desired
- Strong organizational skills, including the proven ability to handle multiple projects and meet deadlines
- Adeptness at interacting with diverse groups and community organizations
- Excellent written and oral communication skills
- An easygoing nature and the ability to thrive in an environment that is characterized by significant growth and change
- A clean background check and ownership of reliable transportation

Salary:

\$25,000 per year for approximately 25 hours per week

To Apply:

Send your cover letter and résumé to info@wellnessinitiative.org by July 31.

We hope to make our hiring decision in August 2010. This position will remain open until it is filled. For more information, please visit www.wellnessinitiative.org.

The Wellness Initiative is an equal opportunity employer committed to providing equal employment opportunity for all people regardless of race, color, religion, gender, sexual orientation, age, marital status, national origin, citizenship status, disability, veteran status, or other personal characteristics.