



Play Rugby USA, NYC Program Director

Position Summary:

Play Rugby USA seeks a Program Director in NYC who will be responsible for the overall performance of a portfolio of youth development programs. He/she will ultimately be responsible for managing the logistics of the programs, liaising with parents and other program stakeholders, and communicating the status of each program with the internal team. The NYC Program Director will play an integral role in setting strategy and ensuring that the Play Rugby USA curriculum is delivered consistently and of the highest quality across all of his/her programs.

Reports To: Chief Program Officer

Positions Reporting To: Program Manager(s) who work within the program portfolio. The Program Director is also indirectly responsible for the performance of the Youth Development Mentors who work in those programs.

Core Responsibilities:

1. Manage the budgets for assigned programs and coordinate with the Chief Program Officer to ensure accuracy.
2. After a program is sold, work with the Chief Program Officer to seamlessly transition the relationship for execution of the program.
3. Serve as a primary holder of the relationship for each program site and partner, working collaboratively with the Program Manager(s) to maintain and build those relationships for smooth operations as well as future, strategic growth.
4. Coordinate with the Senior Director of Marketing & Communications for collateral, one-pagers, hand-outs, brochures, etc. All external communications and materials will sync to a standard for brand and message.
5. Manage the Program Managers and Youth Development Mentors (YDM's) involved in program delivery, including payroll approval.
6. Create an annual program strategy and calendar for program portfolio and ensure that both align with overall organizational program goals for the year.
7. Coordinate with fellow NYC Program Director(s) to ensure that kids have access to all of our programs throughout the region.
8. Work with Program Managers to support the high-quality execution of day-to-day program logistics.
9. Coordinate with Program Managers and the Chief Program Officer on business development opportunities.
10. Ensure that all of the data for assigned programs is entered every week, is accurate and is consistent with the needs of the organization at any given time.

Required Skills:

1. Ability to think and plan strategically
2. Demonstrated program management skills
3. Demonstrated process and project management skills
4. Experience managing people and teams toward common and complementary goals
5. Ability to effectively manage and strengthen partner relationships
6. Exceptional written and verbal communication skills
7. Comfort with accountability, both for oneself and for holding others to high standards

Qualifications:

Bachelor's Degree from an accredited college or university. Plus, 2-3 years of demonstrated experience managing a program and/or staff. Ability to travel throughout Manhattan, the Bronx, Brooklyn, Queens and Staten Island to visit programs and work flexible hours, including but not limited to nights and weekends.