



**Job Title:** Director of Creative Programs

Full-time, non-exempt June 2024

**Job Summary:** The Director of Creative Programs will join Flockworks to grow new creative learning programs for children and youth in our Fort Bragg community. This position will add vital leadership to the Flockworks team evolving after-school expanded learning opportunities, bridging to Art@Schools learning, and developing strategies to bring a rich array of

resources to support children's creative learning. This person will work with the Executive Director, Board Leadership, and Program Staff on innovative models and best practices for supporting a creative staff and systems for being a good employer.

### **Responsibilities & Duties:**

- Lead the creative learning program team
  - Partner with Flockworks leadership and the Flockworks Board Program Committee to clarify and sustain programmatic goals
  - Establish practices and tools of documentation and evaluation of programs
  - Identify outreach strategies to build awareness and community
- Collaborate with community partners
  - Expand network of guest teachers and partnerships with community organizations to provide high quality, creative learning opportunities for students and professional development for Flockworks staff.
  - Develop best practices for partnerships with guest instructors and volunteer support
  - Maintain clear communications, scheduling, MOUs, invoicing, and reporting
- Contribute to organizational leadership
  - Participate in Board meetings, staff development meetings and leadership planning
  - Contribute to organizational growth as we aim to be a strong and flexible "creative learning workforce"
  - Take part in regional and national professional development networks in the areas of youth development, out of school learning and creative education fields.
- Outreach to community
  - Represent Flockworks in community events and collaborations
  - Collaborate on communications strategies through writing and images
  - Support organizational inclusion practices
  - Assist school community events and envision Flockworks' community programs that meet wider community needs and interests

Management reserves the right to add, modify, and change work assignments of all positions and make reasonable accommodations so qualified employees can perform essential functions of the job.

### **Qualifications & Skills:**

- B.A. or equivalent professional experience in education or related fields is required.
- 1-3 years of supervisory experience leading in or out of school and creative learning programs.
- Highly organized, creative individual with strong communication skills
- Experience with team facilitation
- Spanish language a plus

Certifications and training requirements for hire: Possession of a valid California driver's license with a satisfactory driving record. Required Background Check: Fingerprinting and Live Scan. Required training provided: CPR and First Aid certification, Bloodborne Pathogen, Mandated Reporter and Harassment Training.

**PHYSICAL DEMANDS:** Ability to work in both indoor and outdoor settings with adults and children from kindergarten-aged through high school. Fast-paced environment, requiring energetic, enthusiastic, and well-organized team members. *The physical requirements include the ability to bend, stoop, kneel, and lift a moderate amount of weight. Must have mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.*

**Location & type of job:** Remote work and flexible schedule supported. Shared office space available. Visits to program sites in Fort Bragg required. Some travel to conferences and meetings outside of Fort Bragg and outside program hours possible.

**Salary & Benefits:** Non-Exempt, Full-time, \$70,000-\$80,000 plus health/dental/vision & life benefits.