



Program Lead

This position description is intended to describe the general nature and level of work being performed by people in this category. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of people in these positions.

Work Team:	Programming
Reports To:	Program Manager
Position Classification:	Employee
Length of Service:	2+ year commitment

POSTION SUMMARY

The Program Lead reports to the Program Manager and is part of the Program Team. This role collaborates with the Program Manager, Education Lead, other Leads, Executive Directors, and program staff in and facilitating programming and special events that foster the values and goals of Holden Village. This role supervises on-site Program Team staff, including the Art Studio Coordinator, Potter, Program Associate, Naturalist, Youth Program Coordinator, & Librarian. The Program Lead ensures that Holden Village offers diverse education and program opportunities year-round, and seeks to embrace and encourage the range of talents, areas of expertise, and identities represented within.

MAJOR FUNCTIONS (principal duties and responsibilities; such as categories supported, staff size, volume managed, etc)

Specific responsibilities include but are not limited to the following:

- Supervise Holden's onsite-Program Team Volunteer Staff in ways that promote accountability, collaboration, and development.
- Work across Holden work teams to coordinate the implementation and curation of the Village's daily, monthly, seasonal, and yearly program schedule.
- Attend weekly Program meetings.
- Assist in other areas of the Program Team, at the discretion of the Program Manager.
- Update the turnover file to reflect all changes in policy and procedure and maintain document storage and access.

KNOWLEDGE AND SKILLS REQUIREMENTS (position specifications; such as knowledge/education, skills, problem solving/decision making, risk/bottom line results, management responsibility – people and functions)

Specific knowledge and skills include but are not limited to the following:

- Excellent planning, organizational, and delegation skills and the ability to prioritize and balance a varied workload.
- Excellent presentation, written and oral communication skills.
- Creativity, organizational skills, interpersonal and emotional intelligence, and attention to detail. Ability to adapt and learn new technologies and database systems
- Ability to interact lead, mentor and supervise a diverse array of volunteers, guests, employees, and teaching faculty of various ages, skills, abilities and backgrounds.
- Proficient at working independently and collaboratively.
- A background and/or experience in education, teaching, and program development.
- Proficient at communicating realistic job expectations, conduct evaluations, and providing feedback that fosters growth.
- Sound judgment, creativity, problem solving, flexibility, and decision-making abilities
- Ability to actively shift priorities in a dynamic work environment in ways that maximize benefit to Holden Village.
- Proficiency with Microsoft Office Suite & Google Suite

COMMUNITY EXPECTATIONS (particular knowledge/skills related to client and/or agency needs)

- Enthusiasm for and ability to work in a remote wilderness setting.
- Willingness to participate in a mutual review after 6-months and 1-year on staff.
- Pledges to work in ways that support and fulfill Holden Village's [Mission, Vision, and Values](#) and commits to the terms of the [Community of Practice Agreement](#).
- Abides by Holden Village's [Community Health Protocols and Practices](#).
- Extends genuine hospitality to all villagers.
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the [Strategic Plan](#).
- Be a community leader and role model by serving the village in roles such as First Response Team, Fire Brigade, Worship, and other program events and activities.
- Help new staff and volunteers integrate into the community.

COMPENSATION & BENEFITS

As an Employee, you are eligible for the following compensation and benefits:

- \$1650/month stipend
- Food (three meals/day)
- Housing & utilities
- Free parking at Fields Point
- Health insurance (medical, dental and vision)
- Basic life insurance
- Life Flight membership (emergency helicopter transportation based on medical need)
- Simple IRA account
- 42 "out" days per year

- 14 one-way boat tickets per year
- 21 friends & family days and 21 half-price friends & family days per year