



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:	Program
Reports To:	Program Lead
Position Classification:	Employee
Length of Service:	2+ year commitment

POSITION SUMMARY

The Program Lead is responsible for the central coordination of art, nature, youth, and leisure programs for the Village community, ensuring that programs meet changing seasonal needs and represent the Mission, Vision, and Values of Holden Village. This role supervises Program Team staff, including the Program Associate, Art Studio Technician(s), Ceramic Studio Technician, Librarian, Youth Program Coordinator, Naturalist, and Pool Hall Head.

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:

- Supervises and supports long-term & seasonal volunteer staff of the Program team, including Program Associate, Art Studio Technician(s), Ceramic Studio Technician, Librarian, Youth Program Coordinator, Naturalist, and Pool Hall Head. Supervisory duties include onboarding new staff, holding regular one-on-ones, conducting six-month reviews, and facilitating weekly team meetings.
- Supports Program staff in designing, planning, implementing, and facilitating programs throughout the year that embody the mission, vision, and values of Holden Village.
- Serves as primary planner for Village-organized retreats such as May Youth Weekend, Women's Retreat, and K-12 school visits.
- Works with partner organizations to implement programs and seminars.

- Updates files and documentation in HoldenStack and Holden Z:Drive.
- Assists the Program Manager in developing team objectives aligned with the Mission, Vision, and Values of Holden Village.
- Assists the Program Manager in managing the Program budget and making purchasing decisions.
- Assists in other aspects of the Program team's work and other departments at the discretion of the Program Manager.
- Other duties as assigned.

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:

- Previous professional experience in program development, project management, education, or a related field.
- Experience or knowledge relating to arts, crafts, pottery, youth programs, library operations, and/or outdoor education preferred.
- Demonstrated leadership skills: ability to motivate others, delegate tasks as appropriate, foster an effective team culture, and build interpersonal relationships.
- Excellent planning and organizational skills.
- Effective written and oral communication.
- Ability to work with people of diverse ages, abilities, and backgrounds.
- Ability to shift priorities, take initiative, and balance a varied workload.
- Ability to discern appropriate solutions using creativity and judgment.
- Experience using Microsoft Office and Google Workspace.

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

- Has enthusiasm for, and ability to work in, a remote wilderness setting.
- Is willing to participate in a mutual review after 6-month and 1-year on staff.
- Commits 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.
- Extends genuine hospitality to all Villagers and guests; Helps new staff and volunteers integrate into the community.
- Upholds and works to further Holden Village values of diversity, equity, respect, sustainability, and spirituality as articulated in the Strategic Plan and J:EDI statement.
- Acts as 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.
- Undertakes Work of the Village including dish team, garbology, wood chaining, and stoking.
- Willing to remain in the Village during holidays to accommodate the busy guest season
- Abides by Holden Village's Community Health Protocols and Practices.
- Commits to staying up-to-date on all required vaccinations.

COMPENSATION & BENEFITS

As a Holden Village employee, you are eligible for the following compensation and benefits:

- \$1650/month stipend
- Food (three meals/day)
- Housing, utilities, internet access
- 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
- Completion bonus and health insurance grace period upon completion of term, equivalent to the length of term.
- Access to amazing hiking opportunities, community events, teaching sessions, art studios, and other education opportunities