URBAN*PROMISE* MINISTRIES JOB DESCRIPTION

Position Title: UBW Program Director Department: Office of Experiential Learning

Reports to: Director of EL Salary Range: 29,000 – 33,000

Position Summary:
Direct oversight of youth, volunteers and staff in the Urban BoatWorks programs. Responsible to create, design, assess STEM focused extra & co-curricular boat building programs. Responsible for maintaining an ongoing evaluation program of student's performance. Works with and is part of the team in the Office of Experiential Learning to lead summer boating and boat repair/maintenance for the summer RiverGuide program. Responsible for expense reporting and maintaining expense records for build projects. Responsible for boat shop safety, security and maintenance; last but not least that safety procedures and practices are documented, posted and clearly known as the rules of the shop.

Essential Job Functions (List the most important responsibilities of the position here):

1. Recruits and recommends students for participation in the boat shop.
2. Arranges & provides transportation as required for program participants.
3. Administers student & program assessments at the beginning & end of each cohort.
4. Responsible for security and upkeep of boat shop in coordination with the Camden Shipyard Maritime Museum (Landlord).
5. Maintains and keeps maintenance records on all BW vehicles and trailers.
6. Managing all resources, stocking shop, inventory tools and equipment along with up to date first aid kit and fire prevention equipment.
7. Maintenance and repairs as needed to boat fleet. Work with the EEPD to insure all equipment is in proper order for on the water programs.
8. Manages all build schedules and calendars with program participants.
9. Maintain communications with volunteers and supporters through a weekly updates.
10. Maintaining expense records and proper reporting of all expenses.
11. Works to recruit and retain volunteers in cooperation with UP HR procedures.
12. Conducts volunteer training and info sessions twice each school year.
13. Works with Dir of Experiential Learning & volunteer team on selecting build projects.
14. Helps to develop curriculum and weekly planners for all cohorts.
15. Plans, coordinates and leads the annual boat launch at the end of each school year with the assistance of the Experiential Learning Staff and volunteers.
16. Assist the Experiential Learning Staff with both the Pedal and Paddle for Promise fundraising events.

Essential Job Requirements: (List position qualifications here)

EDUCATION: Bachelor's Degree, Ed Preferred

EXPERIENCE: Youth Work Ministry, Experiential Learning, Wood Working

REQUIRED SKILLS: a good general knowledge of woodworking and wood shop skills. Strong organization and resource management skills along with strong leadership and supervisory skills. Proficient verbal and written skills. NJ Driver's License in good standing.

Last updated 2/1/2012
Job template form can be found on shared drive in HR folder labeled (HR forms)

PREFERRED SKILLS Comfort on the water with youth and small boat handling(canoes-kayaks). A solid team player and connector of youth and volunteers in BoatWorks. Comfortable driving a van and pulling a boat trailer.

PHYSICAL REQUIREMENTS Able to lift small boats 50 lbs overhead onto trailers, possess good mobile agility strong back for carry supplies and boats in and out of shop and on and off of trailers. Proficient swimmer and comfort with small boat handling.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate any individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

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Employee Print / Signature — Date

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Manager Print/ Signature — Date

Human Resources Approval/Comments:

Authorized Human Resources Signature — Date