



Entry-Level/Intermediate-Level Program Director Job Description

Benefits: Growth opportunity into a full-time position, training and educational resources, holidays, PTO, sick leave, office hours: Mon-Thurs. 9 am–5 pm

Location: Durango, Colorado

Salary: \$23.38-\$30.28 per hour, depending upon licensing and experience

FLSA Status: Part-time, non-exempt – 28 hours per week

Reports to: Executive Director

Who We Are

At [Cancer Support Community Southwest Colorado](#) (CSC-SWCO), (a Network Partner of [Cancer Support Community](#) (CSC) Global Services), we exist as a small, emergent non-profit organization providing comprehensive, high-quality programs and services that address the social and emotional health of all people touched by cancer in Southwest Colorado.

Every individual in our organization strives to connect people to one another, provide resources and programs to decrease social isolation, and support people impacted by cancer through all phases of their cancer journey.

Our Vision

We believe that Community is Stronger than Cancer. We are a relentless ally for anyone who strives to manage the realities of this disruptive disease, so no one faces cancer alone.

Our Purpose

Cancer Support Community Southwest Colorado offers programs and support so people affected by cancer will be empowered by knowledge, strengthened by action, and sustained by community.

Our Core Values

Respect and Dignity • we recognize unique needs, desires, abilities, hopes

Integrity and Accountability • we are ethical, fair, honest, open, credible, trustworthy, caring

Kindness and Compassion • we speak authentically, and are responsive, empathetic listeners

Teamwork • we are dedicated partners, and respectful of talents and contributions

Empowerment • we educate, encourage, advocate, and support

Your Role

As the Program Director, you will be an integral part of developing and implementing a plan for our organization's programs, evaluating our programs' reach and impact, and incorporating your findings to provide direct services to meet Southwest Colorado cancer community's needs.

Your Team

You will be collaborating closely with the Executive Director, as well as staff, volunteers, contractors, facilitators, and will be responsible for assessing and supporting our participants, their families, and caregivers.

You will join us in building relationships within our service area community, and with other CSC program directors and leadership within the CSC network.

Your Responsibilities

You will:

- Utilize your clinical skills to manage and guide programs, which include distress screenings, group support, and provide orientation classes for new participants.
- Develop, implement, and manage innovative psychosocial and clinical programs for CSC-SWCO, including community outreach, educational programs, support groups, social events, and healthy lifestyle programs.
- Continually assess the educational needs of CSC-SWCO participants to fine-tune program planning, taking into consideration barriers to understanding (e.g., literacy, language, cultural influences, accessibility, and comorbidities) and ensure that communication is culturally sensitive.
- Participate in the development of strategic goals and objectives related to program delivery, its reach, and routine evaluation of program and service effectiveness.
- In accordance with the Executive Director, create and monitor an annual budget for all participant-related services, programs, and community outreach.
- Work with our marketing and outreach staff and volunteers to publicize programs and assist in the production of program printed collateral and management of our program calendar.
- Collect and analyze program utilization trends, develop participant statistical data, and submit Program Statistic Reports to CSC Headquarters, and internally, as required.
- Use your knowledge to build solid program participation, network with nonprofit partners, the medical community, and other external partner (funders, donors) relationships.
- Provide evidence of ongoing education regarding psychosocial oncology issues and represent CSC-SWCO at regional CSC meetings, the Annual Leadership Conference, and other Network Partner professional meetings, held virtually or in a hybrid format.

- Maintain the flexibility to work an occasional varied schedule within allotted hours and provide other organizational support, as necessary.

Your Qualifications

Education

Masters' prepared mental health professional from an accredited graduate school, holding a current and unrestricted license to practice in the state of Colorado, and maintenance of the license and licensing requirements.

Your Knowledge, Skills & Experience

Essential

You:

- Possess strong clinical skills, including support group experience and the ability to work with issues surrounding chronic and life-threatening illness.
- Have a minimum of 2 years in a leadership position with demonstrated experience in self-management, managing people, programs, and budgets.
- Are a team builder with strong skills in leadership and management.
- Hold the capability of being a catalyst with vision who can create excitement and energy around CSC-SWCO's programs and can join us at encouraging others to support our organization.
- Embody the high professional standards and demonstrate warmth and compassion as well as skilled professional boundaries while building and maintaining a sense of community.
- Have solid computer proficiency - experience with Word, Excel, PowerPoint, and data management.
- Possess exceptional verbal and written communication skills, including the ability to speak publicly to large groups.
- Hold the ability to maintain strict confidentiality, including adhering to established regulations concerning CSC participant information and privacy.

Desirable

- Possess a willingness to learn and understand the psychosocial, physical, practical, and spiritual impacts a cancer diagnosis imparts on participants and their families.
- Have experience at providing virtual meetings and classes.

The above position description is to provide a representative summary of the major duties and responsibilities of the Program Director and may be modified as required by changes in Cancer Support Community Southwest Colorado's structure or in personnel.