

**JOB TITLE:** Family Program Manager

**REPORTS TO:** Director of Program & Impact      **STATUS:** Exempt Full-Time

**HOW TO APPLY:** Please mail a resume and cover letter to Leah Walton, Gilda's Club Kentuckiana, 2440 Grinstead Dr. Louisville, KY 40204 or GCKinfo@gck.org. *Deadline for submission is May 31, 2023.*



## JOB SUMMARY

Manage and provide leadership for our diverse youth and families program. Manage purchasing for all programs & other clubhouse needs. Oversee large clubhouse-wide social events in partnership with other key team members. Provide leadership to the recruitment and engagement of youth members, ensuring we meet program goals for youth participation.

This position requires a valid driver's license and reliable transportation and will include regular evenings and weekends.

## CORE ACCOUNTABILITIES

### 75% Events and Programs

- Increase and sustain youth program participation by planning and implementing all youth events, with the exception of support groups. Serve as a liaison with families and community partners. Events include, but are not limited to:
  - Camp Gilda
  - Youth Field Trips
  - Monthly Youth Events
  - Regular Youth Deliveries
  - Lock-Ins & Retreats
  - Holiday Party
  - Back to School Bash
  - Write Stuff Contest
  - Noogiefest
- Work with staff to plan, develop & implement regular Clubhouse-wide social events & off-site social events in other parts of Louisville & Southern Indiana, ensuring increased & sustained participation amongst all members, including families with children. (ex.-Community is Stronger than Cancer Day, etc.)
- Serve as liaison with Norton Children's Hospital hematology-oncology unit, 7 West. Coordinate quarterly lunch delivery to staff/patients on the unit. Explore opportunities for on-site programs in collaboration with their child life team.
- Work with art therapists to create regular family "art as therapy" programming.
- Serve as point of contact for collaborative program planning with other family-focused oncology groups in our service area. (ex.-Kids Cancer Alliance, Camp Quality Kentuckiana, etc.)
- Work with Director of Program & Impact to evaluate success of events and programs.

### 15% Purchasing

- Manage purchasing for program & clubhouse needs.

## 10% Team Player

- Work with all staff to support our mission and operate as a single cohesive team.
  - Support GCK events and staff as needed.
  - Support and contribute to all team goals.
- Be a GCK Ambassador

## CORE COMPETENCIES

**Strategic Agility.** Accurately anticipates future events, trends, problems and opportunities. Uses broad and deep perspective to paint credible pictures of possibilities and likelihoods. Learns and develops incremental and breakthrough business plans better than competitors. Aligns the organization strategically. Deals well with paradox. Conceptually sharp.

**Creativity.** Applies new ways of thinking about situations. Draws on internal and external best practices to revitalize or abandon existing processes. Builds original processes to fit emerging priorities. Makes unique, value-added connections and contributions. Fosters an environment of innovation. Flexible and adaptable. Among the first to create “outside the box”.

**Customer Focus.** Systematically gains input from stakeholders and partners and thoroughly understands their needs. Allocates and tailors resources that fulfill and often exceed their expectations for delivery, quality and flexibility in ways that also serve the company well. Organizes around customer requirements. A highly responsive, trusted, respected and preferred provider.

**Results Driven.** Demonstrates initiative and sustained motivation to achieve increasingly higher levels of performance - both process and outcome. Prioritizes and invests organizational resources to find and pursue significant opportunities. Sets the standards for speed, tenacity and resilience. Takes aggressive, calculated risks comfortably. A consistently superior performer who relishes leading and manages others with courage. Thrives on “raising the bar.”

**Directing through Systems.** Designs practices and operations that can be performed effectively and efficiently without personal day-to-day management. Uses contingencies to keep planned results on track. Removes barriers, disseminates relevant information rapidly to all stakeholders and moves decision making authority as close to the action as possible. Positively impacts people and seamlessly coordinates work across the matrix without being there personally. Delegates and empowers well.

**Teamwork.** Works collaboratively with others to accomplish common objectives. Integrates and pools resources across major groups. Readily exchanges best practices. Actively contributes to team goals as leader or follower. Shares wins and losses. Steps up to and resolves conflict diplomatically. Develops community. Forges win-win internal and external alliances and joint ventures. Genuinely cares about people. Holds strong relationships with primary work group.

**Leading Vision & Purpose.** Creates and communicates a compelling vision that inspires a shared mindset and sense of core purpose. Clearly establishes mileposts and systems to galvanize individual and team commitment, measure progress and motivate enduring action. A change agent who can stand alone, leads by example and gets key results constructively. Strengthens organizational capacity for change better than competitors.

**Valuing Diversity.** Respects differences in ideas, experience, competencies, cultural and geographic background, lifestyle or work style. Leverages these differences and customizes organizational practices to

achieve business objectives and reinforce corporate values. Matches workforce and leadership diversity with labor, consumer and channel partner markets.

**Professional Expertise.** Proven leadership and technical knowledge in key areas of responsibility. Champions development of new capabilities. Shapes strategic direction of profession inside and outside the organization.