



Position Title: Program Director

Reports To: Executive Director

Date Posted: October 15, 2024

Organization: Founded in 2012, AR Kids Read (AKR) is a nonprofit organization with a vision to see EVERY child reading on grade level. With central offices located in central Arkansas, AKR serves elementary-aged students using a community-based tutoring models and assessment tools that combine literacy instruction with relationship building. AKR accomplishes its mission through several models including community volunteers, collegiate program students, and part-time paid tutors. Programs run year-round in school and after-school settings. For more information, please visit www.arkidsread.org.

Position Summary: The Program Director is responsible for the overall direction, management, and implementation of AR Kids Read (AKR) programming. The Program Director reports to the Executive Director. Primary responsibilities include strategic planning, oversight and implementation of programming to foster grade-level reading and building, involving and supporting the AKR volunteer network. This is a full-time position that includes benefits. It is based in the North Little Rock office with travel to AKR program sites and expansion regions.

Primary Responsibilities:

- Work with the Executive Director to expand program services in alignment with the board-approved 2023-2028 strategic plan. Develop strategies and goals to meet planned timelines
- Supervise the Program Coordinators and other staff as needed
- Lead and support tutor recruitment and training initiatives utilizing best practices and innovation to meet program goals
- Build and cultivate site and collegiate program partnerships
- Develop and expand collegiate programs and provide overall supervision
- Select and evaluate efficacy of tutor curriculum, manipulatives, and resources
- Develop and lead tutor training and onboarding sessions as well as coordinate ongoing learning opportunities for tutors, including workshops as well as a robust collection of resources
- Create and drive volunteer engagement initiatives
- Ensure effective systems to track programming and outcomes. Utilize data to drive program improvement

- Regularly evaluate program components to ensure that the requirements of funders are met and are effectively communicated to the board, funders, and other stakeholders
- Design and provide overall supervision to all summer programs, including recruitment and onboarding of summer partner sites, including implementation oversight
- Establish and grow school partner and local educational organization relationships
- Maintain programmatic elements within the Customer Relationship Management (CRM) database, ensuring program staff implementation and consistency
- Promote parent, teacher, and student engagement in programming
- Attend trainings, conferences and/or community meetings related to literacy and education
- Regularly communicate with team members, including weekly staff team meetings, quarterly team retreat meetings, and other meetings as necessary
- Engage and energize the AR Kids Read team, volunteers, and other stakeholders for programmatic efforts and initiatives
- Support AR Kids Read fundraising efforts including events, tours, meetings with potential funders, assistance with grant proposals, and communication of relevant impact stories
- Other duties as assigned

Qualifications: The Program Director will be thoroughly committed to AR Kids Read's vision and mission. All candidates should have proven leadership, management, and program development experience as well as proven experience in programs that work with students and/or early literacy. Concrete, demonstrable experience and other qualifications include:

- Bachelor's degree required, master's preferred
- Early literacy teaching experience and/or literacy coaching experience, strongly preferred
- At least two years of experience working in a management position in a program or organization
- Experience with training and assessment/evaluation required
- Ability to effectively work with others, especially community members and volunteers
- Experience utilizing Microsoft Office Suite and CRMs
- Strong written and verbal communication skills; persuasive communicator with excellent interpersonal and project development skills

- Action-oriented, proactive, entrepreneurial, adaptable, and innovative approach to program planning
- Ability to work effectively in collaboration with diverse groups of people
- Personal qualities of integrity and enthusiasm
- Commitment to and passion for early literacy and the mission of AR Kids Read
- Ability to handle a flexible schedule involving weekend or after-hours meetings, presentations, and training sessions
- Transportation, a valid driver's license, and insurance verification required
- Must be able to lift 40lbs
- Must submit to background checks, including child maltreatment

Salary and Benefits: This is a full-time position based in North Little Rock. Starting salary is \$58,000 to \$62,000 annually, commensurate with skills and experience. The AKR office is closed for (approximately) five business days for Winter Break between Christmas Eve and New Year's Day. Benefits include vacation and sick leave and 403b benefits as specified in Plan documents.

To apply, please email a resume and cover letter to Kathy French, AR Kids Read's Executive Director, at kfrench@arkidsread.org and reference "Program Director" in the subject line. Resumes will be accepted until the position is filled.