

# **GILDA'S CLUB KANSAS CITY**

## **Program Director**

### **POSITION DESCRIPTION**

#### **The Organization:**

Gilda's Club Kansas City (GCKC) is one of 55 North American affiliates of the Cancer Support Community (CSC) which is an integration of the Wellness Community and Gilda's Club® Worldwide. The first Gilda's Club opened in 1995 in honor of comedian Gilda Radner. GCKC plans to open its doors in the summer of 2011 and will provide a meeting place for people living with cancer, along with their family and friends, so they can join with others to build social and emotional support as a supplement to regular medical care. Gilda's Clubs help people whose lives have been touched by all types of cancer. They provide information, lectures, workshops, support and networking groups, social events and more at no charge to their members.

#### **The Position:**

Gilda's Club Kansas City's Program Director will lead, manage and coordinate the organization's program operations. This individual will relate to all Gilda's Club audiences, but most specifically to Gilda's Club staff, independent program contractors, the professional community, members, potential members and volunteers. The Program Director will drive efforts to increase the organization's image, provide a quality program in full compliance with the Cancer Support Community philosophy and program standards, and train and manage all program staff, contractors and volunteers. Additionally, the Program Director will serve as a key spokesperson for Gilda's Club and will be a leader upholding the mission and philosophy of the organization.

Reporting to the Executive Director/CEO, the Program Director will be a member of the executive management team and will plan and direct the day-to-day activities of the Gilda's Club Kansas City program. The Program Director will utilize his/her clinical skills adapted to the Cancer Support Community Program philosophy. The Program Director will demonstrate these skills directly in the program and in his/her role as trainer and supervisor.

The Program Director will demonstrate a commitment to the Cancer Support Community Philosophy & Program Implementation through thoroughly understanding and committing to the Cancer Support Community program and philosophy; fully insuring that the expertise of those involved in the program is recognized, maximized, and well managed; participating in Cancer Support Community training program and any ongoing training experiences, including regular conference calls; and fully implementing the program for program staff and volunteers.

#### ***Major Responsibilities***

##### **I. Oversee and Manage The Program**

- Organizing and implementing the Program in full compliance with Cancer Support Community guidelines, including compliance with clubhouse appearance
- Facilitating New Member Meetings, Support Groups, Wellness Groups, Family Groups, Networking Groups, Team Convene, Family Focus, Customized Membership Plans and other parts of the program as needed
- Participating in community activities and clubhouse programs for the overall well being of the members (traveling to community activities will often require the use of the Program Director's personal vehicle)

- Directing and implementing all member outreach efforts
- Organizing and scheduling the monthly Program calendar including oversight of its production and distribution
- Keeping accurate statistical and database records in accordance with Cancer Support Community policies
- Preparing usage, trends and demographics statistics reports and submitting timely monthly program reports and internal data to Cancer Support Community's Senior Director of Program

## **II. Recruit, Train, Manage and Evaluate Staff, Independent Contractors & Volunteers to Help Implement the Program**

- Recruit, train, manage and evaluate all program staff including full-time, part-time, independent contractors and others
- Appoint, train, coordinate, manage and evaluate all program volunteers
- Create professional development plans with all staff and monitor implementation

## **III. Participate in the Management Team at Gilda's Club Kansas City**

- Being actively involved with staff meetings and training sessions
- Developing the budget for the program functions, including forecasts, formulation of program and project priorities and recommendation for expenditures
- Working in conjunction with the Executive Director/CEO and other members of the fund development team (other staff, board members, volunteers, etc.) in identifying potential funding sources for the Program
- Managing the program in a fiscally responsible way
- Communicating regularly with the Executive Director/CEO and fellow management team members

## **IV. Establish and Maintain a Strong Relationship with Cancer Support Community**

- Being actively involved with other CSC Program Directors through Program Conference calls, Affiliate Meetings, and other opportunities coordinated through CSC's Senior Director of Program -- continuing to learn through these encounters as well as share expertise and help to shape the future for CSC affiliates around the world
- Uphold Gilda's Club Kansas City and CSC brand identity
- Relay all program literature and special outreach pieces to CSC's Senior Director of Program for review, evaluation, feedback and sign-off

## **V. Develop and Implement New Program initiatives**

- Oversee the development of new program activities that are focused on geographic and/or demographic communities
- Identify new resource needs and potential funding sources
- Lead teams of staff/consultants to create new program initiatives
- Develop and implement program assessments

### ***Ideal Experience***

Given the breadth and complexity of tasks for which this position is responsible, the ideal candidate should have the following experience:

- Minimum of Master's level degree in Psychology, Social Work, Marriage and Family Therapy, or related behavioral science field, from an accredited institution
- Highest level of licensure or certification required by the State of Missouri in the degreed field (ex. LCSW, LP, LPC, LMLP, LMFT, LCMFT, etc.)
- Minimum of 3-5 years of post-graduate experience, including both clinical (individual and group) and administrative/management experience
- Demonstrated sensitivity, understanding and commitment to the Cancer Support Community mission, core values (i.e., respect, integrity, commitment to human services, and excellence), and program (acceptance of CSC philosophy)
- Knowledge of the local community, cancer support services, and organizations for outreach efforts
- A history of working with diverse populations and a commitment to increasing diversity among staff and members
- A track record of being an effective trainer, oral and written communicator, and supervisor
- Computer literacy in Microsoft Office programs, especially Word and Excel

### ***Ideal Personal Characteristics***

The successful candidate will be:

- A visionary and empathic leader committed to Gilda's Club Kansas City's mission and excited about its growth and potential
- A good listener and problem solver
- A hard worker with a high energy level willing to work flexible hours
- A motivated self-starter of integrity who is committed to service and excellence
- A team player who is flexible and creative
- Emotionally mature and self-confident, with sound judgment and a good sense of humor
- Able to complement the team of staff and volunteers currently in place

Salary will be commensurate with experience and previous compensation. For consideration, please email a resume and cover letter, including salary requirements, to [vanessafinley@gildasclubkc.org](mailto:vanessafinley@gildasclubkc.org). This position will remain open until the right candidate is identified.

For more information on GCKC, please visit [www.gildasclubkc.org](http://www.gildasclubkc.org). For more information about the Cancer Support Community, please visit [www.cancersupportcommunity.org](http://www.cancersupportcommunity.org).