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Program Manager

About CAMP Rehoboth, Inc

CAMP (Create A More Positive) Rehoboth Community Center is dedicated to creating a positive environment inclusive of all sexual orientations and gender identities in Southern Delaware and beyond. CAMP Rehoboth seeks to promote cooperation and understanding among all people, as we work to build a safer community with room for all.

Position Summary

The Program Manager directs the creation, design, and implementation of programs, services, outreach and resources. These initiatives assist CAMP in its mission to enhance the quality of life for the entire CAMP community, from youth to seniors. The Program Manager reports to the Executive Director. The CAMP Rehoboth staff culture is one of kindness, respect and humility. We are proud to work as a team to serve the community.

Responsibilities

- Direct all activity for the diverse range of onsite and outreach programs including but not limited to HIV and other health education, flu shots and health screenings, support and advocacy for youth and families, wellness classes including yoga, tai chi, social opportunities, bus trips, socials and other community building activities.
- Work with CAMP Safe Coordinator to provide HIV prevention education and manage the CAMP Safe Grant and reporting.
- Manage appropriate grants and reporting.
- Monitor and respond to new funding opportunities and writing of proposals.
- Cultivate and organize volunteers to assist program implementation and tasks.
- Develop new program opportunities and initiatives for all ages from youth to senior, including families.
- Identify appropriate resources to address health and wellness community needs.
- Develop and promote events and health navigation seminars to address community needs particularly for the LGBTQ+ community.
- Build relationships with community partners and identify new partners and new sites for providing programs and services.
- Support committees planning and implementing events such as Women's Fest, Block Party, SUNFESTIVAL, Art performances and exhibits, and other larger events.
- Implement a needs assessment and measure outcomes and usage of programs.
- Develop educational and promotional materials.

Qualifications

- Bachelor's degree required and prefer graduate level degree in human development, health promotion, community health, recreation or associated fields.
- Knowledge of LGBTQ+ key health and social issues;

- Have a minimum of 3 years' experience managing programs and staff, including budget preparation and management;
- Possess excellent organization, project, and program management skills;
- Have excellent verbal and written communication skills;
- Detail oriented, and have strong interpersonal and presentation skills;
- Ability to work collaboratively across various departments and with various stakeholders;
- Ability to exercise good judgment in prioritizing multiple tasks;
- Strong computer skills and knowledge including word processing, spreadsheets, and other software systems;
- Demonstrated ability to work effectively with people of diverse races, ethnicities, ages, sexual orientations, and gender identities in a multicultural environment;
- Have ability to work some evenings and weekends as necessary;
- Must have sensitivity to, interest in, and competence in cultural differences, HIV/AIDS, minority health, sexual practices, and a demonstrated competence in working with persons of color, and LGBTQ+ community; and
- Possess a valid driver's license with proof of valid auto insurance, ability to drive an automobile, and reliable automobile transportation is required for this position.
- Excellent team player who is dependable, kind and respectful to colleagues and those they serve.

Benefits

- CAMP Rehoboth offers paid time off of 15 days per year and eight paid holidays;
- Health, hospitalization, dental, vision, short and long-term disability, and life insurance;
- Retirement plan of up to 3% of each employee's annual salary into a CAMP Rehoboth approved retirement plan; employees are eligible to participate in the Retirement Benefits program after one full year of employment;
- Opportunities for professional development available.
- CAMP leadership encourages a healthy work and life balance and supports flexible and remote work opportunities; and
- Salary is \$65,000 a year.

CAMP Rehoboth is an Equal Opportunity employer and actively seeks to hire and mentor a workforce that reflects the clients and community which CAMP Rehoboth serves.

Application Process

Please send a cover letter and resume to kim@camprehoboth.com. The best consideration date for resumes and cover letters to be received is by close of business, 5pm, on March 29, 2024.