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Interested individuals must come to the Human Resources Office to complete an application for the position between the hours of 8:00 and 5:00, Monday through Friday or online at the Pulaski County website at [www.pulaskicounty.net](http://www.pulaskicounty.net). The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.

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**POSITION: PROGRAM DIRECTOR**

*The following positions are open to Pulaski County Employees and the General Public.*

**POSITION NO: 001**

**ANNUAL SALARY: \$29,380 - \$32,859**

**DEPARTMENT: YOUTH SERVICES (4084)**

**THE POSITIONS AVAILABILITY CONTINGENT UPON GRANT FUNDING**

**PRIMARY RESPONSIBILITY / FUNCTION:** Responsible for implementing the after school programming for youth ages 6-17 years.

**ESSENTIAL JOB FUNCTIONS:**

- Oversees program activities; supervise and assist Site Coordinators at program site.
- Provide youth with support and guidance through life skills programs.
- Provide educational programs focused on improving youth's overall academic achievement.
- Assist youth with homework and enhance academic performance.
- Maintain accurate records of timesheets for site coordinators.
- Review youth's files to ensure that all appropriate documents are on file.
- Submit monthly reports (narrative of monthly activities of youth programs, daily activities, and enrollment and termination forms) to Program Development Manager.
- Assist as needed in providing snacks and mini meals for youth.
- Ensure site is maintained in a condition that is safe, clean, and conducive to learning.
- Serve as a mentor by providing a positive and professional example.
- Provide transportation of youth to activities as needed.
- Performs other related duties as required.

**PHYSICAL REQUIREMENTS:**

Digital dexterity necessary for keyboard operation. Visual acuity necessary for use of the computer screen. Ability to lift up to 25 pounds. Ability to work in a constant state of alertness and in a safe manner. Ability to concentrate for long periods of time.

**WORKING CONDITIONS:**

Work is performed primarily in a smoking restricted environment with frequent visits to outside agencies and at departmental activities and functions. Weekend and evening work may be required.

**MINIMUM QUALIFICATIONS:**

Completion of a bachelor's degree in Education, Communication, or a related field; considerable experience working with youth; or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

**ADDITIONAL REQUIREMENTS:**

Must possess or be able to immediately obtain a valid Arkansas Driver's License.

Employment is contingent upon satisfactory completion of the following pre-employment requirements: criminal background check, sexual offender check, child maltreatment check, and an adult maltreatment check.

**OPEN DATE: 08-08-2018**

**CLOSE DATE 08-14-2018(5:00 p.m.)**

**Please Note:** Applications will not be accepted after the Close Date. A selection will not be made until the Close Date and all applications have been received by the selecting official.

**08 August 2018**

**241-18**