



The Homeless Children's Playtime Project Job Description

Title: Deputy Director
Employment Status: Fulltime; Exempt
Supervisor: Executive Director

Date Posted: January 31, 2020

"Playtime" is a nonprofit organization dedicated to helping break the cycle of homelessness by giving children the opportunity to play, heal and learn. Playtime's programs cultivate resilience in children experiencing family homelessness by providing and expanding access to transformative play experiences that nurture healthy childhood development. Playtime challenges systemic injustice by advocating for comprehensive, trauma-informed policies and culturally competent programs to reduce the risk of chronic homelessness. Playtime connects families with critical support services in the community to meet their concrete needs.

Summary of Position

The Deputy Director manages internal operations and partners with the Executive Director to provide organizational leadership. The Deputy Director provides supervision and support to the Program Director who manages Playtime's programs that serve children experiencing homelessness. The Deputy Director spearheads a data-driven culture of accountability and teamwork in producing high-quality programs and services. In addition to contributing to the organization's strategic goals, the Deputy Director oversees Playtime's human capital strategy, trains volunteers in key content areas, and supports Playtime's resource delivery program.

Core Values

Compassion * Clarity * Mission Focused * Trust * Creativity

Position Responsibilities

Program Management

- Oversees Playtime's play programs, field trips and special initiatives at multiple sites.
- With the Executive Director, select new site partners as warranted and manage those partnerships and MOUs.
- When a new site is launched, execute start-up and new program implementation.
- Supervises Program Director's implementation and ongoing assessment of curriculum.
- Take the lead on devising plan to solicit parent feedback annually to identify gaps in services and parents' priorities.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify add/or remove duties, and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Strategic Planning

- Takes the lead in implementation of the Service Model and Internal Operations domains of the Strategic Plan.
- With Executive Director, approve, test and assess impact of new models. Make recommendations and research funding support.
- Guide, challenge and inspire the team to implement the strategic plan.

Program Evaluation

- Ensure delivery of Playtime's outcome measurement goals.
- Utilize Social Solutions Apricot database to run outputs reports.
- Hold the Program Director accountable for the quality of the program team's data entry and their ability to meet data entry deadlines.
- Provide the Executive Director and Development Director with quarterly data updates that includes progress in outputs and outcomes. Acts on reports to make any necessary changes to the evaluation plan or program based on what is learned through evaluation.

In-Kind and Resource Delivery

- Delegating to the Operations and Special Projects Manager, oversee the acquisition of in-kind donations for special drives and quarterly resource delivery, which includes welcome packs, spring break kits, back to school supplies and holiday gifts.
- Identify gaps in resource delivery and design a strategy to meet the needs.

Financial Management/Fundraising and Grant Reporting

- Oversee financial reporting including preparation of the annual budget, monthly reconciliation of expenditures and financial statements.
- Ensure that all staff comply with Board-adopted policies, including the Financial Procedures Manual.
- Work closely with Development Director to track finances and program fundraising needs. Participate in and ensure completion of grant reporting requirements.

Organizational Management

- With the Executive Director, ensure the Board is kept fully informed on the programs, financial performance and organizational management via reports and regular metrics.
- Provide organizational management to guide internal systems and processes.
- Actively participate in DEI, Strategic Plan, HR and Finance board committees.

Volunteer Program Management

- Delegating to the Volunteer Program Manager, provide a rotational schedule of trainings for new volunteers that includes timely and relevant issues that cover topics including cultural competence, trauma-informed responses to challenging behavior, and developmentally appropriate practices.

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- Connect the tremendous human capital of our volunteer model to the rest of the organization to ensure we are maximizing the potential of their impact and satisfaction.

People Management

- Create and manage a robust human resources systems, procedures and services to support a diverse staff with their job performance and satisfaction.
- Provide direct supervision to the Program Director, Volunteer Programs Manager, Operations and Special Projects Manager, Finance Manager, and possibly Social Worker or Advocacy Coordinator in the future.
- Be responsible for the recruitment, orientation, onboarding, training and release of personnel, both paid staff and volunteers (the Executive Director has final approval for all hires and terminations).
- Ensure that job descriptions are developed, that regular supervision sessions and performance evaluations are held, and that sound human resource practices are in place.
- Ensure that all staff have professional development goals and opportunities.
- Maintain a climate, which attracts, keeps, and motivates a diverse and stellar staff.

Position Requirements

- Master's degree in relevant field with 8-10 years of experience leading fast-paced non-profits that focus on any of the following: youth service development, children experiencing homelessness, trauma-informed care or advocacy.
- Well versed in youth service principles and nonprofit organizational management.
- Must have excellent project management skills with the ability to execute and monitor multiple programs at once.
- Must have experience submitting proposals, managing large grants, and adhering to funder requirements.
- Well versed in program assessment with the ability to manage and assess database.
- Ability to train volunteers in the key content areas of diversity, trauma-informed responses to challenging behavior, and developmentally appropriate practices.
- Proven track-record supporting Executives in executing the strategic plan of the organization.
- Excellent technology skills, particularly with Office 365.

Compensation: Salary range is \$78,000-90,000 depending on experience and qualifications. Generous benefits package includes full health, dental and vision benefits, generous vacation and holiday leave, and 401(k) retirement plan after first year.

Please submit a thoughtful cover letter with resume and a one-page writing sample in an email to: hiring@playtimeproject.org. Start date is flexible but March 2020 is preferable.

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