

Diabetes Youth Services (DYS)

Location: 2100 W Central Avenue Suite 110 Toledo, OH 43606

Job Title: Program / Camp Director

Reports to: Executive Director

Hours Per Week: Full Time

FLSA Status: Exempt

Purpose: The Program/Camp Director position is responsible for the planning, implementation and evaluation of all educational, recreational and event components of DYS programs, services and camps aligned with the strategic plan to fulfill the DYS mission. This position will work closely with our families and children to introduce them to the organization, make them feel comfortable in our community, connect them with peer mentors, and provide programming that helps the family manage both the emotional and physical demands of diabetes.

Specific Skills and Responsibilities:

1. Works closely with Executive Director to provide operational planning, budgets, and implementation and evaluation of all programs and events – approximately one per month.
2. Plan and implement summer programs while serving as Camp Director for two (2) resident camps and two (2) day camps. Coordinating volunteer camp planning committee. Hire and oversee camp staff including coordinating background and reference checks. Create and conduct camp staff training. Supervision of counselors and overseeing camp requires residence on site for the length of the camp for the length of no less than 10 days.
3. Plan and implement programs and events for the young adult Leadership Program, including a 2 ½ day retreat.
4. Preparation and analysis of program and service reports and other reporting as necessary.
5. Create, maintain and monitor social media, field phone calls and emails from constituents seeking assistance.
6. Coordinate mailings/outreach to families, schools, healthcare professionals and related medical organizations and facilities.
7. Serve as point person for all education content to be included in all DYS programs.
8. Work with Executive Director to develop, maintain, and implement new opportunities to educate kids and families living with Type 1 Diabetes.
9. Coordinate school staff education visits with RN staff on contract.
10. Visit schools and educate students about diabetes using outlined curriculum, when an RN educator is not required.
11. Supports and participates in other aspects of office operations, such as fundraisers, as requested by Executive Director.

Preferred Qualifications:

- Bachelor's Degree – Health Promotion, Community Health, Education, or comparable experience
- Knowledge of type 1 diabetes management and care.
- Strong planning and organizational skills.
- Experience with and enjoys working with children.
- Public speaking skills.
- Strong written and oral communication skills.

- Working knowledge of social media platforms including creating posts for Facebook, Instagram, YouTube and other platforms as needed.
- Flexible and adaptable schedule.
- Ability to travel within the DYS service area.
- Must possess management skills necessary to efficiently plan activities within policies and procedures, maintain positive working relationships, respect rights of others, demonstrate initiative and accept accountability, effectively use time available.
- Accessible for meetings before and after normal work hours as necessary to fulfill meetings and programs throughout our 34 county service area.
- Working knowledge of MS Word, Excel and Customer Service databases
- Other duties as required

Conditions of Employment:

- Criminal Record and Abuse Registry Check
- Drug Screening
- Valid Driver's License

Interested applications should submit a cover and resume to Linda Mays, DYS, 2100 W. Central Avenue, Suite 110, Toledo, OH 43606 or via email linda@dys4kids.org no later than Wednesday, December 2, 2020.