



POSITION DESCRIPTION MLW PROGRAM SPECIALIST

General Description

The MLW Program Specialist will oversee the successful delivery of MLW's youth leadership programs and will report directly to the President & CEO of Leadership Maryland. The Program Specialist will work with the Director of Administration, the Director of Development & Engagement, and the MLW Program Committee. An annual employee evaluation will take place with input from the MLW Program Committee.

This position is full-time. Leadership Maryland actively subscribes to a policy of equal employment opportunity. The Leadership Maryland office is located in Annapolis, Maryland. There is flexibility for some remote work. Salary will be \$50,000 to \$60,000, commensurate with experience, plus benefits including health/vision/dental and 401(k).

Applicants should send a letter of interest, resume, and at least three personal/professional references to Renee Winsky, Leadership Maryland President & CEO, renee@leadershipmd.org and to Michael Burgan, chair of the MLW Program Committee, mlwprogcom@leadershipmd.org, no later than **Tuesday, November 30, 2021**.

Responsibilities:

- Work with Program Committee to determine objectives and benchmarks for programs and staff
- Implement the annual Program Committee Election beginning in August each year
- As a non-voting member, act as staff liaison to the committee which meets monthly from September through April
- Be present at and ensure the safe and effective implementation of core summer residential programs
- Be up to date and intimately familiar with the Maryland State Department of Health's Youth Camp Safety Guidelines to ensure all aspects of program implementation are compliant
- Work with Director of Development & Engagement to submit annual Youth Camp application and final report
- Attend quarterly Youth Camp Safety Advisory Council meetings
- Train staff on health and safety guidelines related to the above
- Hire and train on-site nurse(s) with the support of the Director of Development & Engagement
- Work with Director of Development & Engagement to ensure all logistics are in place

- Review facilities contracts with program directors prior to programs
- Serve as the on-site liaison with facilities staff during programs
- Oversee planning of annual Delegate Reunion with logistical support from the Director of Development & Engagement
- Support the professional development of program roles
- Work with Program Committee to establish or update annual program director roles
- Manage the director hiring process including interviews
- Train and mentor program directors
- Evaluate program directors
- Oversee program and staff development, execution, and evaluation
- Plan training days with logistical support from the Director of Development & Engagement
- Be present at and oversee all staff training days
- Serve as a resource for staff development curriculum and activities
- Ensure staff has the resources and supplies to carry out their duties both pre-site and on-site
- Oversee staff evaluation process
- Ensure staff compliance with state and federal hiring and employment requirements (tax forms, background checks, contracts, etc.)
- Track employee activity for payroll purposes
- Plan and implement Staff End of Summer Dinner and Staff Holiday Party with logistical support from the Director of Development & Engagement
- Serve as the main point of contact for MLW
- Respond to parent and delegate inquiries and issues
- Support partners in their efforts to recruit and register delegates
- Create avenues for organizational innovation
- Seek opportunities for growth of current programs and creation of new programs
- Create and build on statewide community partnerships
- Seek opportunities for increased capacity with current partners and to build new partnerships
- Assist in building capacity for fundraising
- Work with Director of Development & Engagement to identify new opportunities for contributed income
- Provide Director of Development & Engagement with information necessary to complete grant applications and reports
- Work with President & CEO to develop and maintain the board approved MLW Program budget
- Strategically communicate with all MLW partners and potential partners
- Contribute to building the LMD vision and measuring impact by serving as an integral part of the organization's work across all programs
- Attend meetings and conferences outside of regular business hours, including three weeks of summer residential programs in July