

JOB DESCRIPTION

- I. POSITION TITLE:** Program Director
- II. PROGRAM COMPONENT:** Community Action Kentucky
- III. EXEMPT/NON-EXEMPT:** EXEMPT
- IV. SUPERVISOR:** Executive Director
- V. JOB SUMMARY:** The Program Director is responsible for the delivery of programs and services at CAK. They coordinate people and resources across multiple domains.

VI. DUTIES AND RESPONSIBILITIES:

1. Oversees the operations of one or more programs / projects and staff.
2. Responsible for the delivery of programs and services to stakeholders.
3. Identifies, requisitions and assigns people and resources to programs/projects as necessary.
4. Proactively communicates with internal and external stakeholders.
5. Proactively monitors the relationship between CAK and stakeholders.
6. Manages people and resources to optimize operational capacity.
7. Monitors expenses, revenue and budget related to programs and projects.
8. Oversees the coordination of Program Teams activities.
9. Participates in the development of new opportunities, initiatives and grants.
10. Supervises and coordinates the activities of assigned staff.
11. Participates in the recruitment and development of staff.

THIS JOB DESCRIPTION MAY NOT COVER ALL NON-ESSENTIAL DUTIES OF THE POSITION.

VII. POSITIONS SUPERVISED: Technical Assistance Provider

VIII. QUALIFICATIONS: Bachelor's degree in business administration or a related field is preferred. Years of relevant experience can be used to meet the educational requirements. Excellent verbal and written communication skills and listening skills. Efficient time management, proficient in Microsoft Office and electronic databases.

Compassion and empathy with the ability to identify problems and recommend solutions, inspire, and motivate. Ability to follow and apply written and verbal instructions. Reliable transportation, valid Kentucky driver's license with proof of insurance. Must pass criminal background check.

IX. PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Work is primarily performed in an office environment with frequent sitting, typing, and computer use.
- Regularly required to talk, hear, and use hands to handle or operate standard office equipment such as computers, telephones, copiers, and filing systems.
- Frequently required to stand, walk, and reach with hands and arms.
- May occasionally need to lift, carry, or move objects weighing up to 50 pounds (such as boxes of files, office supplies, or equipment).
- Occasional bending, stooping, or reaching may be required when accessing files or office storage.
- Visual acuity is required for preparing and analyzing documents, data entry, and reading on computer screens.

X. JOB DESCRIPTION ACKNOWLEDGEMENT:

I have received a copy of my job description and state that I have read and fully understand the requirements and agree to abide by its requirements and will perform all duties and responsibilities to the best of my ability.

I certify that at this time, I know of no limitations which would prevent me from performing these functions. I understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

I understand that this description is intended to be a general statement concerning this position and is not to be considered a detailed assignment. It may be modified by my employer as the need arises.

I further certify that this job description was orally reviewed with me, and I have been given the opportunity to ask questions of my employer concerning these matters and this job description will be a basis for evaluating my performance. I understand that failure to meet the job requirements could result in termination of my employment.

The above duties and responsibilities have been explained in detail.

Employee Name (printed)

Date

Signature Employee

Date

Signature Supervisor

Date

Date Updated: 03/06/2026