



Sanctuary One Program Director Job Description

Position Title: Program Director

Reports To: Executive Director

FLSA Status: Exempt, Permanent, Full-time

Category: Non-resident Employee

Summary:

The Program Director will oversee Sanctuary One's key programs, including Internships, Volunteers, Public Tours, Service-Learning, and Field Trips. This role is integral to supporting the organization's strategic mission to foster care for people, animals, and the earth.

Key Responsibilities:

Maintain and expand educational and Service-Learning (SL) partnerships to further Sanctuary One's impact. Develop and coordinate meaningful activities for SL groups, ensuring alignment with the organization's core values and mission.

Develop standard curriculum and lesson plans tailored for educational groups, enhancing learning outcomes for participants.

Increase engagement with Field Trips by maintaining existing contacts and boosting registration numbers.

Oversee the Internship program by managing recruitment, training, and scheduling to ensure a high-quality experience for all participants.

Manage all aspects of our Volunteer program by onboarding and training new volunteers, ensuring they are well-prepared and engaged in their roles. Monitor and evaluate volunteer activities on the farm, performing check-ins and organizing appreciation events.

Manage all aspects of the Internship program, including advertising, recruiting, interviewing, scheduling, training, and supervising interns, with support from other staff as needed.

Maintain records and reporting, tracking program participation and preparing monthly activity summaries.

Schedule and lead tours and outreach activities, coordinating public and educational tours and managing outreach events.

Provide general operational support, from administrative tasks to basic animal care, to keep our facility running smoothly.

Monitor program budgets, assisting with financial planning alongside the Executive Director.



Required Skills and Qualifications:

We're looking for a skilled communicator and coordinator with a passion for teamwork and mission-driven work. Ideal candidates will have:

- A Bachelor's Degree in a related field (e.g., education, environmental science, social work, nonprofit management).
- 3+ years of experience in program management, preferably within a nonprofit or educational organization.
- Proven experience in volunteer or intern management
- Passion for Sanctuary One's mission and values, with knowledge or interest in animal welfare, environmental sustainability, and social services
- Strong organizational skills, with the ability to plan, prioritize, and delegate tasks efficiently.
- Excellent interpersonal skills, capable of engaging with a diverse range of people, including volunteers, interns, staff, donors, and more.
- Competency in data management, communication tools, and social media, with proficiency in Word, Excel, and PowerPoint.
- Ability to work independently, demonstrate sound judgment, and adhere to confidentiality standards.
- Physical ability to perform farm tasks in various weather conditions and lift up to 70 pounds when needed.
- A valid driver's license, Oregon auto insurance, and a clean Criminal History Check.

Preferred Skills:

- Background in curriculum development and education program planning
- Experience in budgeting and financial tracking
- Bilingual Spanish
- Familiarity with agricultural or animal care settings

Note: This is a job description, not an employment contract. This job description does not state or imply these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by management.