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# Example of Program Director Job Description

Our innovative and growing company is hiring for a program director. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for program director

* Coordinate fiscal work with the bookkeeping department
* Supervise PSRLs, volunteers, and student interns
* Submit monthly statistical reports
* Oversee staffing
* Evaluate workload and capacity of staff to determine feasibility of expanding or enhancing services to clients
* Program and organize all aspects of the two-day NYC Weekend Intensive including workshops, panels, networking events, and a final ‘pitch’ presentation and communications with approx
* Be more than just a chart-keeper
* Provide total oversight and management to Operations, Career Services, and Retention/Case Management
* Develop and implement operational systems and procedures
* Oversee the Career Services department

## Qualifications for program director

* Bachelor’s degree in technical or health care related field
* At least 10 years of experience managing complex programs
* Experience with multiple project management and development methodologies including agile
* Management and business transformation experience preferred
* Experience with Country, News Talk &/or Classic Rock formats preferred
* 5+ years program management experience required, with at least 2 years of that in an agile program management role