**Artemis Place** is a holistic and nurturing Independent School/Program in Victoria BC where young women, young moms and transgender youth aged 15-19 years are supported to experience success in academics, life skills and personal well-being. It is operated by a non-profit society overseen by a volunteer Board of Directors and has been providing alternative programs for youth since 1971. The staff assist students/children to enhance confidence, skills, and knowledge by building trusting, caring relationships responsive to individual and community needs. The society is committed to adopting decolonizing practices and engaging with the recommendations of the Truth and Reconciliation Commission. [www.artemisplace.org](http://www.artemisplace.org)

**JOB DESCRIPTION: Program Director**

The Program Director upholds the Artemis Place Society Vision, Mission and Values *in agile and visionary cohesion and collaboration* with the Education Director/Principal in a shared leadership model. This is an exciting opportunity to be on the ground floor of building and supporting a new vision of leadership at Artemis Place.

The Program Director is a co-leader with the Education Director accountable to the Artemis Place Society Board of Directors as well as to the staff, students, children and families. They are actively engaged with the Board on a regular and on-going basis. The Directors guide and support a caring culture and practice towards counselling, life skills, child care and education. Along with this shared role, each director has specific tasks and responsibilities in leading the Artemis Place community. Even though the tasks and areas of accountability are allocated to each Director’s role, the engagement of decision making, critical incident management and problem solving is shared.

The Directors adhere to “The First Peoples Principles of Learning where learning ultimately supports the well-being of the self, the family, the community, the land, the spirits and the ancestors.” They have a high degree of self-awareness, are empathetic and can work easily with an array of people. They are skilled communicators and use self-regulation to manage and express their feelings. The Directors hold the big picture as well as having the capacity to adapt and work collaboratively with staff. They have expertise and practice working with young minds that are neurodivergent in an open and fluid environment. The Directors cultivate relationships with families and key stakeholders in the community, support the day-to-day programs and create a safe, welcoming and enriched environment.

**PROGRAM DIRECTOR ROLE**

The Program Director is a leader in all aspects of the program’s counselling/lifeskills, child care and administrative areas according to the guidelines of the Ministry of Children and Families. With the Team Leader, they oversee the day-to-day operations of the Young Parent Program/Child Care Centre and ensure policies, regulations, and procedures are implemented, observed and further developed and that all children are supervised in a safe, welcoming, and caring learning environment. The Program Director provides instructional leadership in parenting education and advocates for young parents both locally and provincially.

As part of the School Based Team of Educators and support staff, the Program Director creates a vision of academic success for students while promoting a climate that's conducive to learning. The Director supervises the Youth and Family Counselor team and participates in program planning, case management and the Inclusive Education Plans for each student.

The Directors have training and experience in counselling and or education with an emphasis on adolescent mental health, peer mediation, conflict resolution, self-esteem as well as an understanding of diverse personal, family and cultural issues. They are committed to working as a vital member of a leadership team in a dynamic environment, share duties of building maintenance including technology and capital/operational expenses and have the ability and knowledge of grant writing and reporting. This position requires experienced and effective leadership, strong organizational and communication skills and a positive and flexible attitude.

**Qualifications**

* Master’s degree in appropriate field of study (social work, education, counselling, psychology) or relevant experience, with an Early Childhood Education background an asset
* A minimum 5 years’ experience in a leadership role
* A passion for and experience working with youth, young families and their children
* Human resources knowledge and training for staff supervision and retention
* Non-profit experience and financial acumen
* Knowledge and understanding of adolescent inclusive education
* evidence of practice and research in neurodivergent brain development, harm reduction, and trauma informed practice with children and adolescents
* Strong commitment to professional growth and staff development
* An innate ability to anticipate emerging problems, identify unique aspects of the problem and/or demonstrate how the problem is an opportunity for growth and learning
* Capability of and passion for supporting the success of all learners in diverse and inclusive environments
* This position requires experienced and effective leadership, strong organizational and communication skills and a positive and flexible attitude.

Apply by April 1st with a cover letter and resume to:

[kay@artemisplace.org](mailto:kay@artemisplace.org) attention Board of Directors

Salary Range: $51.00 - $58.00 per hour

Benefits: Extended Health, Dental and matching RRSP

Hours: 30 hours per week, 11-month contract

Starting Date: May 1st, 2024 with flexibility

Probationary Period: 6 months and Annual Review

Only short-listed applicants will be contacted. Thank you for your interest.