



seeds of awareness
EMPOWERING COMMUNITIES WITH MINDFULNESS

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Fiddleheads Program

Associate Program Director

Seeds of Awareness, Inc. (“*Seeds*”) is accepting applications for **Fiddleheads Associate Program Director**.

ABOUT SEEDS OF AWARENESS

The mission of Seeds is to transform schools and communities by cultivating connection and awareness. We increase access to social-empathy emotional services for communities that have been systematically marginalized. Our vision is a future where emotional intelligence is the norm, where empathy and mindfulness are embedded in our education system, and where therapeutic support is accessible and commonplace.

Seeds is a nonprofit 501(c)(3), and a collection of psychologists, psychotherapists, school counselors, educators and trainers who provide wrap around therapeutic and educational services to individuals, families, schools, organizations, and the community at large utilizing our mindfulness-based methodologies.

Fiddleheads, one of three main Seeds programs, is an afterschool program (spring and fall) and summer camp providing mindfulness-based, social-emotional learning, and therapeutic support in nature.

JOB SUMMARY

The Fiddleheads Associate Program Director (APD) is a 30-hours-per-week, salaried position with semi-flexible hours, partial in-person and partial remote work. They will most immediately report to the Clinical Director (CD), though it cannot be understated just how much the APD and CD will be asked to work in unison toward the success of the program. Attendance at weekly 1:1s with the CD is expected. Must be local and familiar with the Bay Area. The APD oversees and supports the administration of the FH’s program by the Fiddleheads team, which consists of regional managers, counselors, clinicians, and clinical supervisors. The APD’s dynamic role includes overseeing the program budget, providing guidance to team members, coordinating with the Clinical Director, and problem-solving with families and/or team members in the field.

An ideal candidate has:

- Demonstrated leadership experience in complex program implementation;
- Experience with program and people management, including skills and aptitude for fostering both accountability and trust;
- Solid understanding of and experience with neurodiversity;

- Interest and experience in mindfulness and eco- or nature-based therapy;
- Passion for providing support to young people and families in diverse communities

QUALIFICATIONS

I. Experience with Direct Service to Youth, Ideally in a Nature-based Setting:

- At least three years of experience working with a range of children, teens, and family systems
- Resiliency—our students, their families, and our Fiddleheads clinicians and counselors all benefit from long-term commitment
- Experience working with children and/or families with neurodivergence
- Familiarity with mindfulness-based clinical approaches and theory
- Experience with running social-skills or other small therapeutic groups with youth populations
- Understanding of social and emotional learning methodologies
- Background and experience with ecopsychology and/or outdoor education
- Experience running summer camps
- Experience collecting data and measures to monitor impact of services
- Leadership role in outdoor education, summer camp, after school programs, and/or ecopsychology a plus

II. Leadership Experience:

- Strong sense of motivation, self-responsibility, and passion for Seeds mission and services
- Can manage Fiddleheads operations smoothly and efficiently through visible management presence and leadership
- Commitment to self-care and vision for personal and professional growth with Seeds
- Experience managing and coordinating a team of clinicians and administrative staff

III. Strong Organizational and Administrative Skills:

- Competency with Google Suite including Drive and Excel
- Willingness to utilize/learn Salesforce, and project management software (e.g. Asana)
- Familiarity with setting and maintaining budgets

ESSENTIAL DUTIES

I. Administrative Duties

- Implement strategy for outreach to ensure enrollment
- Oversee implementation and execution of client enrollment with Fiddleheads administrative team
- Create and maintain an annual calendar for seasonal camp dates, trainings, supervision schedules, etc.
- Support communications team in updating newsletters and distributing other seasonal information
- Contact and cultivate partnerships with relevant professionals, organizations and agencies, and coordinate with other directors within Seeds
- Ensure adherence to PPE requirements in Parks during program operation and obtain relevant releases and consents related to Covid-19 and agency contact tracing policy
- Oversee and respond to parent inquiries, grievances, and crises of a programmatic nature

II. Program Operations

- Maintain relevant and consistent communication with the core staff team
- Responsible for hiring a team of clinicians, counselors and regional managers as needed
- Support Clinical Director in developing and conducting training of clinicians and counselors
- Communications with regional parks and other partners regarding permits
- Monitor and procure supplies for groups (e.g. first aid, parachutes, radios)
- Create and implement safety plans and emergency procedures
- Coordinate with Clinical Director to respond to incident reports, including Covid-19-related incidents/exposures
- Maintain tracking database for recruitment and enrollment
- Prepare annual budget and periodically ensure compliance with budget goals

III. Community Participation

- Participate in Seeds community events, including fundraising events, holiday celebrations, etc.

COMPENSATION: 30 hours/week (hourly moving to salary after 90 days) at \$33/hr, with paid vacation time and sick pay beginning to accrue immediately

APPLICATION PERIOD: Posted 12/14/2020. Opened until filled.

TO APPLY: Submit resume and cover letter online or email resume and cover letter with subject heading “FH Associate Program Director” to: apply@seedsofawareness.org

Seeds is committed to creating a diverse work environment and is proud to be an equal opportunity employer. Women, people of color, individuals with disabilities, veterans, and intersectional individuals are encouraged to apply.

NON-DISCRIMINATION POLICY

Seeds of Awareness, Inc. does not discriminate in any program, activity, or in employment on the basis of actual or perceived age, sex, race, ethnic background, veteran status, ancestry, pregnancy, national origin, physical or mental disability, medical information, marital status, genetic information, sexual orientation, gender or religion.