


**RE-**  
**MEMBER**

Program Manager  
**BACKGROUND &  
INSTRUCTIONS**  
2012

## RE-MEMBER PROGRAM MANAGER JOB DESCRIPTION

Program Managers are critical to the operation of Re-Member. This position affords individuals the opportunity to experience Pine Ridge and Re-Member for an extended period of time while assisting Re-Member in fulfilling its goals. The Program Manager position requires a commitment of at least four weeks during Re-Member's program year: March through October.

**Applicants must have completed at least one volunteer week with Re-Member prior to their completing this application.** Applicants must be at least 18 years of age, one year out of high school, and possess a valid driver's license. First year positions earn \$150.00 per week, second year and beyond positions earn \$250.00 per week. Housing is provided here at Re-Member, and all meals during the program week are furnished.

**Your Role:** Program Managers are responsible for carrying out the weekly program with the volunteers at Re-Member by informing, instructing, involving, and interacting.

**Informing:** Program Managers are expected to inform volunteers about schedules, responsibilities, and behavior expectations. They are also expected to help answer questions from volunteers each week.

**Instruction:** Program Managers are expected to lead by example, provide safety information, and generally shepherd volunteers each week.

**Involving:** Program Managers are expected to involve the volunteers each week in carrying out what they have been told and shown.

**Interacting:** Program Managers are expected to serve as a go-between for full-time staff, program demands, and volunteer needs each week.

Being a Program Manager is an intense experience that will require your full attention and commitment, but it is an opportunity unlike any other.

If you are interested in being a Program Manager, please complete the following application. Applications will be accepted on a rolling basis, until such time that all positions are filled.

Returning PMs need not reapply, but will be asked to submit a self-evaluation, and will be evaluated on a case-by-case basis for re-employment.

Completed applications should be submitted, electronically to:

**Cory True, Re-Member Program Manager hiring coordinator**  
[cory@re-member.org](mailto:cory@re-member.org)

## **RE-MEMBER PROGRAM MANAGER QUALIFICATIONS**

Each day our Program Managers will be responsible for carrying out daily assignments relating to our volunteers and facilities. Program Managers will also be placed on work sites to aid in instructing and involving our volunteers with the work projects taking place. Program Managers are not expected to do all of the work; they are there to work along with our volunteers while providing oversight to the work site as a whole.

Being a Program Manager is an intense experience that will require your full attention and commitment, but it is an opportunity unlike any other.

**Qualifications:** We invite your application, but request that you meet the following criteria.

1. You have previously volunteered with Re-Member.
2. You must be at least 18 years of age.
3. You must be at least one year out of high school.
4. You must possess a valid driver's license with a safe driving history.
5. You must be available to live on-site at Re-Member for at least four weeks during the program year, between March and October.

## **OPTIONAL REFERENCES**

We recommend that you supply Re-Member with (2) letters of recommendation or character references.

**Any such submissions should be directed to [cory@re-member.org](mailto:cory@re-member.org) as either a .PDF or .DOC attachment.**

**Please have the sender include the applicants name in the subject line.**

**RE-MEMBER PROGRAM MANAGER SKILLS ASSESSMENT FORM**

This form is similar to the form you filled out when you volunteered, but there are some important differences. In having you fill out this form, it provides us with a better understanding of how we can use you as a Program Manager.

Please do not worry if you do not possess some of these skills, as these skills are not all the Program Manager position is about. However, if you possess some of these skills it benefits us greatly to know about them ahead of time.

**Please use this scale to complete your assessment on the application document.**

Here is the scale:

- (1) I make, or have made, my living performing this trade.
- (2) This is an avocation of mine. I am familiar with all the tools of this trade and skilled in their use.
- (3) This is an avocation of mine. I am familiar with most of the tools of this trade and have some skills.
- (4) I am a handy person and capable of performing this trade well, but not on an expert level.
- (5) I know the difference between the basic tools of the trade and can do the job with help and supervision from a knowledgeable person.
- (6) I am capable of staying out of the way and assisting someone with knowledge of the trade and tools