



Program Director Job Description

Overview: Good Beginnings seeks a Program Director to join our team of three staff members and 60+ community volunteers. This person will oversee our programming for new parents and families with babies, including our flagship Postpartum Angel Family Support Program, early parenting workshops, peer support groups, and babywearing services. The ideal candidate will be passionate about supporting the mental health and well-being of new parents, skilled at establishing rapport with new parents and caregivers, and comfortable in a role that combines direct, meaningful support to families with strategic decision-making about program design and impact. No specific formal educational or professional background is required, but preference will be given to candidates who demonstrate meaningful personal or professional experience related to infant care, babywearing, maternal mental health, or other topics relevant to the general health, development, and well-being of newborn families.

Who We Are: Good Beginnings is a grassroots nonprofit organization with an outsized impact on families with babies. Based in Montpelier, we have been supporting Central Vermont families during their postpartum transition since 1991. Our mission is to bring community to families and their babies. We do this through community-based programming that offers respite and emotional support, connects families to community resources, and promotes the mental health and well-being of new parents. In recent years, we have expanded our emphasis on raising awareness of mental health challenges during the perinatal period (pregnancy through 12 months postpartum) and on improving access to resources for families experiencing these challenges. Each year, we support hundreds of families throughout Central Vermont. Any family with a new baby is eligible, regardless of income or circumstance. Families experiencing financial hardship may apply for assistance from our Perinatal Support Fund. At the heart of what we do is our network of more than 60 community members who volunteer their time. As an Equal Opportunity Employer, we actively seek to strengthen our organization by diversifying our staff and encourage applications from diverse candidates, including people with disabilities, people who identify as LGBTQ+, and People of Color.

Position Description: The Program Director is responsible for the effective design and implementation of Good Beginnings programs, in keeping with the overall mission and goals of the organization. They oversee all aspects of the Postpartum Angel Family Support Program, including volunteer recruitment, orientation, and retention; the referral, intake, and family matching process; direct support to families and volunteers; case coordination and referrals to other service providers; and program data collection and reporting. The Program Director also leads the design and delivery of Good Beginnings educational and social support programming for new parents and families with children 0 to 2, such as our early parenting workshops, peer support groups, and babywearing clinics. Together with the Executive Director, they assess program results and overall quality, making changes and improvements as needed, and contribute to new program development. They maintain relationships with key referral sources and community partners, and they work as a team with the two other Good Beginnings staff on outreach and awareness-raising activities. This position combines direct work with families and volunteers (often via phone and email communications) with regular opportunities to demonstrate creativity and leadership in program design, strategy, and implementation.

The Program Director reports to the Executive Director. This is a part-time, non-exempt position. Occasional evening and weekend work is required.

Job Duties

Program Design, Management, and Delivery

- Recruit, train, and maintain GBCV's network of community volunteers, ensuring that our volunteer roster is sufficient to fulfill program needs, and providing ongoing supervision, feedback, and support to volunteers, including appreciation and opportunities for peer connection and professional development
- Oversee all aspects of the family intake and matching process, including maintaining phone and email contact throughout the match, troubleshooting as needed, providing information, referrals, and connections to community resources, and coordinating with referring agency and/or other service providers as appropriate
- Maintain relationships with clinical providers and other sources of expertise and resources related to perinatal mental health
- Lead Good Beginnings educational offerings and events, such as early parenting workshops, babywearing clinics, parent support groups, and annual family events such as the Toddler Picnic and Nest Warming
- Periodically review and update Good Beginnings resources for families to ensure that they are relevant, culturally appropriate, and in line with current best practice guidelines
- Collect quantitative and qualitative data about the impact of Good Beginnings programs and prepare reports as needed for Executive Director and Board of Directors
- Manage program expenses within the scope, requirements, and limitations of grant funding

Community Outreach, Program Development, and Fundraising

- Contribute actively to the development and implementation of GBCV outreach strategies
- Represent the organization by attending coalition or community meetings, maintaining relationships with key stakeholders and referral partners, attending special events, etc.
- Identify and develop new program and funding opportunities in collaboration with the Executive Director
- Assist with planning and implementing GBCV fundraising activities (special events, mailings, etc.);
- Participate in public outreach and fundraising events as needed
- Perform other duties as assigned

Qualifications and Skills

Required:

- Passion for Good Beginnings' mission of supporting newborn families
- Exceptional communication and interpersonal skills, including active/supportive listening, empathy, and the ability to establish positive relationships with people of diverse backgrounds
- Past professional, academic, or personal experience relevant to the needs of newborn families, such as supporting pregnant or birthing parents, newborn care, early childhood education, peer counseling/support, or community-based models for promoting mental health and maternal child health
- Excellent organizational and time management skills
- Strong boundary-setting skills and the ability to maintain client confidentiality at all times

Desired:

- Direct experience working with infants or parents of young children



- Knowledge of newborn care, infant development, perinatal mental health, babywearing, breastfeeding, newborn sleep strategies, and other parenting topics relevant to the perinatal period (during pregnancy until 12 months after birth)
- Experience with community-based or peer support models for supporting people experiencing mental health challenges
- Prior experience managing volunteers or projects in a social or human service setting
- Experience with workshop and/or peer support group facilitation
- Knowledge of Central Vermont community resources and services for families with young children
- Proficiency with Microsoft Office Suite and Google Suite applications

Compensation: The anticipated starting hourly rate for this position is between \$20 - \$24, commensurate with experience. All Good Beginnings employees receive a minimum of three weeks of paid time off plus 10 paid holidays per year.

Work Conditions: This is currently a part-time position, budgeted at 24 hours a week, with the potential for future growth into a full-time position depending on a candidate's interests. Good Beginnings supports flexible work schedules and encourages a healthy work-life balance for all employees. Employees can work remotely for a portion of the week, provided they can meet their core job responsibilities. The position also involves occasional (once every 1-2 months) evening and weekend work associated with periodic program activities and community outreach events.

To Apply: Send a letter of interest and resume to jobs@goodbeginningscentralvt.org. Applications will be reviewed on a rolling basis beginning July 1, 2022; position open until filled.