



## READY TO WORK PROGRAM DIRECTOR

### POSITION SUMMARY

The Ready to Work Program, which provides paid transitional employment and housing for individuals transitioning to stability, seeks a well-qualified, self-motivated Program Director. This position requires experience supervising residential facilities, expertise in behavioral health issues, and an understanding of re-entry issues related to individuals returning to their communities.

### ABOUT US

**Ready to Work** is a program of Bridge House which ends homelessness one person at a time with a sidewalk-to-housing continuum of programming from low-barrier basic needs to its innovative Ready to Work program, Colorado's first work-first solution for adults experiencing homelessness that is sustainably changing lives through paid employment, housing, and case management with locations in Boulder, Aurora, and Englewood (2025). Participants are employed by one of two social enterprises: outdoor crews or Community Table Kitchen Catering.

### BRIDGE HOUSE MISSION STATEMENT

Bridge House believes in, respects and empowers people who are experiencing homelessness. We connect them to employment and housing opportunities so they can realize and embrace their future.

**LEARN MORE:** [boulderbridgehouse.org/ready-to-work](https://boulderbridgehouse.org/ready-to-work) and follow our impact @bobridgehouse on Facebook and IG.

### RESPONSIBILITIES AND DUTIES

- Oversee all aspects of the Ready to Work employment and housing program
- Successfully lead staff to achieve Ready to Work mission and graduation goals
- Run and supervise the program with commitment to the model
- Responsible for all Ready to Work program elements including daily operations of Ready to Work.
- Responsible for managing multiple budgets, and maintaining responsible spending practices.
- Responsible for meeting program goals of Ready to Work including successful trainee selection, retention and graduation rates
- Act as an example of integrity and inspiration for Ready to Work trainees
- Establish and manage residential operations and procedures
- Ensure a safe and positive program, while building culture
- Supervise and manage staff including building operations, house management, case management, and job training teams
- Oversee administrative functions, security, maintenance, and building facilities
- Oversee recruitment, assessment, intake of Ready to Work trainees and residents
- Oversee program operations including on-the-job training, classroom training, groups, and all trainee activities
- Execute program terminations in compliance with mission and protocols
- Set and oversee staff and trainee assignments and schedules to ensure smooth program flow and adequate coverage
- Establish and implement systems for communication and transparency within Ready to Work operations and other BH departments including human resources and purchasing
- Coordinate on-site volunteers in conjunction with the BH Volunteer Coordinator
- Work with Navigation manager to best support operations
- Collaborate with the other members of the leadership team on social enterprise business development and contracts
- Participate in executive leadership team meetings.
- Outreach and manage relationships with service provider partners for successful trainee recruitment and on-site programming

- Establish positive working relationships with neighborhood and participate in community meetings as needed
- Maintain knowledge of and ensure compliance grant compliance for residential programming and employment practices
- Create and integrate reporting procedures for funding as needed
- Oversee data collection and program evaluation as needed
- Establish and participate in 24/7 on call schedule
- Assist with fundraising as needed
- Maintain budget compliance
- Any other duties as assigned

## **QUALIFICATIONS AND SKILLS**

Education: Bachelor's degree, CAS or equivalent required

Experience:

- 10+ years of experience in homeless services, substance abuse treatment, workforce development, corrections reentry programming, case management, or a related-field
- 8+ years of management or supervisory experience, in a residential setting preferred

Knowledge, Skills, and Abilities:

- Strong communication skills both written and verbal
- Professional and personal integrity
- Ability to work under pressure
- Flexibility with both availability and duties
- Commitment to Bridge House and Ready to Work missions
- Passion for helping others succeed in employment and housing
- Valid, clean driver's license

## **COMPENSATION AND BENEFITS**

- This is a full-time, in-person, benefit-eligible position based in Aurora, CO. reporting directly to the CEO
- Salary dependent on experience, beginning at \$68,000 annually
- Health insurance with dental and vision options
- 403b investment opportunity
- Sick, holiday, vacation and floating holiday pay

## **TO APPLY**

Please email a cover letter and resume to: [humanresources@bhrtw.org](mailto:humanresources@bhrtw.org)

Immediate start date. Applications will be accepted until the position is filled.

## **NON DISCRIMINATION POLICY**

Bridge House is an Equal Opportunity Employer and is dedicated to the spirit of the intent of equal employment opportunity. We prohibit unlawful discrimination on the basis of age, race, color, gender, sexual orientation, national origin, religion, disability, genetic information, or any other applicable status protected by state or local law. This policy applies to all areas of employment and includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as clients, vendors, consultants, etc.