



## North East Community Center Position Description

**Title:** Youth Program Director

**Classification:** Full-time, salaried, benefits-eligible

**Hours:** Exempt; may involve evening or weekend work

**Primary Role:** The Youth Program (YPD) Director is responsible for effectively leading the organization's programs impacting and/or serving youth, including toddler, out-of-school-time (OST), pre-teen and teen interventions. This will require expertise in evaluating curriculum needs at each level of youth engagement, designing appropriate activities to be delivered (directly and through program staff), and direct the implementation of curriculum in afterschool programs. This position will also require the YPD work cooperatively with the Executive Director, staff of the youth programs, and stakeholders to determine program priorities, staffing support, allocation of resources, evaluation, data management, and reporting functions. May also require working effectively with other staff and programs of NECC to accomplish outcomes. The YPD position requires both leadership and delivery and is strategic as well as execution in nature. A significant portion of the time and effort of this position is to ensure implementation of the Afterschool Connections program at Webutuck Central School District.

### **Responsibilities:**

**Leadership:** The YPD will provide supervision and program development to NECC youth program efforts, ensure continuity of programs and services, act as point of contact with funders (may intersect with Executive Director, Grant/Contract Manager and Administrative/Finance Director), manage departmental and individual program budgets, and manage day-to-day operations.

The YPD is responsible for:

- Remaining current on research- and evidence-based information and utilizing such sources in determining program activities
- Demonstrating skill for assessing curriculum needs, obtaining curriculum and lesson materials to support achievement of outcomes, and implementing interventions via self and staff to achieve desired outcomes with youth
- Utilizing Positive Youth Development principals and techniques in all programs, seeking to maximize leadership and skill-building opportunities for youth, empowering them to lead successful lives
- Supervising staff and/or volunteers as needed to accomplish departmental outcomes
- Actively participating in recruitment, interviewing, hiring, orienting, training and evaluating staff and volunteers for unit
- Providing positive staff and team support, mediating challenges as needed and ongoing
- Participating in the on-going process of evaluation by designing, implementing and participating in evaluation and data management and reporting
- Attending community-based networking groups related to youth programs
- Serving as point person for required funder site monitoring visits, mandatory trainings, and presentations, as needed
- Along with Executive Director, revising procedures and forms as appropriate for the unit and maintaining accurate records/reporting systems/statistics for submission to the NECC administration, Board of Directors, and funders

- Providing resources, information and data to the NECC Program Committee and/or presenting to this committee as requested regarding subject matter information, program operations and program outcomes

**Program Delivery:** The YPD Director will implement OST programs including after school, summer enrichment and Healthy Empowered Youth (HEY) through multiple funding streams, most significantly through the Advantage After School grant.

This will require:

- Meetings with teachers and parents to determine needs of participating youth
- Coordinated planning with school district and other sites where programs are delivered
- Mastery of applicable research- and evidence-based curriculum and other resources
- Leadership of staff participating in delivery of OST programs including the provision of materials, professional development, supervision/coaching, and, as reasonable, shared decision making
- Strategic outreach and marketing to youth/families in rural northeastern Dutchess County, including the Webutuck Central School District
- Assessment, planning, monitoring and evaluation functions of program provision
- Assisting staff and families of youth served in reducing barriers to receiving services such as lack of transportation, etc. by connecting to NECC and external resources
- Inputting accurate and complete data for all contacts with clients into agency database
- The development of strong, cohesive team relationships with staff of all youth and other programs at NECC, and other partners across the area possessing supports or resources that will enhance youth outcomes
- Thorough understanding of all funder and NECC program requirements and policies
- Particular attention to Child and Adult Care Food Program requirements, and consistent management of staff and programs to assure compliance and the necessary SACC site registrations are in place

**Program Management:**

On behalf of NECC, the YPD will manage organizational resources supporting all programming under the Youth Programs unit in a cooperative, accountable, and consistent manner. This will require the YPD to work well with staff involved with these programs, including managers/coordinators, to appropriately manage resources such as supplies, materials and equipment, and monitor budgets and data according to NECC defined procedures. The YPD will empower youth programs and staff to:

- Implement educational programming to youth, achieving the desired individual and program outcomes
- Collaborate with staff of the school district, local agencies and area businesses to implement effective programs and support
- Establish and maintain effective, professional and collaborative relationships with coworkers, clients, referral agencies and other community systems
- Refer youth and/or families for appropriate internal and external services as needed, while respecting confidentiality and individual/parental choice in all actions

**Other Duties:**

As a member of the NECC and Program staff, the YPD Director will:

- Communicate regularly with the Executive Director to discuss progress and resolve problems
- Exercise confidentiality and respect for privacy in all activities
- Participate in required staff and team meetings
- Follow all NECC Policies & Procedures
- All other duties as assigned

**Required Skills and Behaviors:**

- Strategic, creative team leader
- Able to work well with groups and independently
- Approaches work in an organized way, able to prioritize, and can communicate well in person, writing, and via necessary technologies
- Experience working with people from diverse ethnic, cultural and socioeconomic backgrounds.
- Utilizes proactive thinking and problem-solving skills
- Ability to maintain patient, professional demeanor when dealing with diverse community of clients, volunteers, community members, agency staff, and others
- Ability to responsibly manage confidential and/or sensitive information
- Excellent verbal, written and technology-based communication skills
- Models NECC values at all times
- Ability to motivate others towards achieving goals
- Ability to work independently with strong sense of focus, task-oriented, non-judgmental, open personal qualities, and a clear sense of boundaries
- A strong sense of and respect for confidentiality involving both clients and fellow employees.
- Ability to work in a variety of settings with culturally diverse families and communities with the ability to be culturally sensitive and appropriate
- Bilingual Spanish/English helpful but not required

**Qualifications:**

- Minimum of a bachelor's degree in related area, plus Master's Degree as Curriculum Specialist (preferred), academic interventionist, or instructional coordinator, or some combination of degree(s) and experience demonstrating a high level of skill/knowledge of curriculum design/usage for academic and socio-emotional interventions via in-school or out-of-school time programming; English, Math, and K through 8<sup>th</sup> grade emphasis highly desirable
- Minimum 3 to 5 years of experience related to the responsibilities of this position (see above) including supervision of staff and management of resources (budget, evaluation, reporting, volunteer, etc.)
- Proficiency in Microsoft Office products, including Word and Excel
- Current driver's license
- Completes background check through central database and DMVR check

**Supervisor(s):**

Christine Sergent, Executive Director

Effective: July 2, 2019

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