

Job Title: Youth Program Director

Reports To: Executive Director

Prepared Date: October 2024

FLSA Status: Exempt

Summary:

The Youth Program Director will oversee the development, implementation, and management of programs designed to support and empower youth within the community. This position requires strong leadership, organizational, and communication skills to foster a positive environment for youth engagement and development.

The Youth Program Director (YPD) ensures that personnel, childcare and operational procedures are current and in accordance with organizational philosophy, mission, statement of faith, personnel and policy manual and the State of Alabama Department of Human Resources (DHR) Minimum Standards.

The YPD will oversee the development, implementation, and management of programs designed to support and empower girls 6-18 years old in DHRs custody. This position requires strong leadership, organizational and communication skills to foster a positive environment for youth engagement and development and management of programs designed to support and empower

Essential Duties and Responsibilities:

Program Development and Management:

- Design, implement, and evaluate youth programs that meet the diverse needs of participants.
- Ensure programs are aligned with the organization's mission, values, and strategic goals.
- Serve as the designated contact for State DHR matters.

Staff and Volunteer Oversight:

- Recruit, train, and supervise program staff and volunteers to maintain a high standard of program delivery.
- Conduct regular performance evaluations and provide ongoing training and support to team members.
- Oversee required DHR training and new hire staff orientation

Partnerships and Engagement:

- Build and maintain partnerships with local schools, community organizations, and stakeholders to enhance program visibility and impact.
- Actively engage with families to promote participation and gather feedback on program effectiveness.
- Present during court hearings, ISPs, MDTs

Budget Management:

- Develop and manage the youth program budget, ensuring financial accountability and sustainability.
- Identify funding opportunities and write grant proposals to secure additional resources for program expansion.

Monitoring and Evaluation:

- Establish metrics and evaluation processes to assess program outcomes and participant satisfaction.

- Analyze data and feedback to make informed decisions for program improvements and adjustments.

Event Coordination:

- Plan and facilitate workshops, events, and activities that promote personal growth, leadership, and community engagement among youth.
- Ensure that all events are well-organized and effectively promoted to maximize participation.

Advocacy and Mentorship:

- Serve as a mentor and advocate for youth, providing guidance, support, and resources as needed.
- Address the individual needs of participants, helping them navigate challenges and set goals.

Compliance and Best Practices:

- Ensure all programs comply with relevant regulations, policies, and best practices in youth programming.
- Stay informed about current trends and developments in youth services and incorporate them into program planning.

Reporting and Communication:

- Prepare regular reports for the Executive Director and the Board of Directors regarding program status, successes, and challenges.
- Communicate effectively with all stakeholders, including staff, participants, families, and community partners.

Supervisory:

The Youth Program Director supervises program staff and volunteers, reporting directly to the Executive Director.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

- Bachelor's degree in social work, education, youth development, or a related field (Master's degree preferred).
- Minimum of 3 years of experience in youth programming, community outreach, or a related field

Required Skills/Abilities

- Strong leadership and organizational skills, with the ability to manage multiple priorities effectively.
- Excellent communication and interpersonal skills, demonstrating a passion for working with youth and families.
- Knowledge of best practices in youth development, program evaluation, and community engagement.
- Proficiency in Microsoft Office Suite and program management software.
- Strong problem-solving skills and adaptability to changing circumstances

Certificates, Licenses, Registrations

- Valid driver's license and access to reliable transportation.
- CPR and First Aid certification (or willingness to obtain within a specified time frame).
- Child Welfare or Youth Development certification (preferred but not required).
- Any relevant state or local certifications related to youth programming or non-profit management.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

working in a dynamic and supportive environment that aligns with the organization's Christian values. The role requires individuals who are committed to serving as role models and mentors for the children, maintaining professionalism, and collaborating effectively with the team.

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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Standing and walking frequently
- Lifting and carrying moderate weights (up to 25-30 pounds)
- Bending and reaching
- Manual dexterity
- Ability to respond quickly to emergencies
- Mobility around the household and grounds
- Driving for local travel
- Stamina and ability to work extended hours

I have read and understand the above job duties and responsibilities.

EMPLOYEE NAME [PLEASE PRINT]

EMPLOYEE SIGNATURE

DATED