##

P.O. Box 2600 • Galveston, Texas 77553-2600 • o: 409.765.5212 • f: 409.765.6094

|  |  |
| --- | --- |
| **Job Title:** | **COMMUNITY YOUTH DEVELOPMENT PROGRAM DIRECTOR**  |
| **Creation Date:** | 06/09/2009 |
| **Revision Date:** | 08/14/2014 |
| **FLSA Status:** | Exempt / Full-Time  |
| **Location:**  | Galveston, TX |
| **Program:**  | aDMINISTRATION  |

### SUMMARY

The position of the Program Director is specific to the success of all phases of the Community Youth Development Program (CYDP). The ultimate goal of the Community Youth program is to provide meaningful services that provide education, social development, job readiness and employment skills and recreational activities for youth in the 77550 zip code area. The Program Director must support the implementation of the CYDP grant by facilitating the work of the Collaborative Committee, providing coordination among the various CYDP program components, and assisting the fiscal agent in assuring program compliance with state mandated program requirements.

**DUTIES AND RESPONSIBILITIES**

* Provides leadership in developing, implementing, and coordinating all aspects which assist The Children’s Center and the CYDP Collaborative Committee to meet the needs of various components of all programs
* Participates in the selection, supervision and evaluation of staff to ensure the achievements of stated goals and programs
* Provides input and monitors the expenditures of all monies disbursed within the programs
* Consults and collaborates with other personnel in gathering and giving information on a program to assist the students to be successful
* Oversees the total programmatic and fiscal matters of all programs
* Orients newly assigned staff members and assists in their development
* Assists in devising, maintaining, and implementing appropriate records that ensure the goals of CYDP proposals, student needs and achievement are met
* Counsels with students, parents and other persons who need orientation on the proposal goals
* Assists in meeting with individual parents and community groups to disseminate information about the Community Youth Development Program
* Serves as a liaison between the CYDP Collaborative Committee, community, parents, students and other populations
* Supervises the maintenance of all required records and reports
* Trains and assists youth in leadership development, which includes basic life skill, self-esteem building and conflict resolution
* Provides progress reports (quarterly and annual)
* Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Children’s Center, Inc. and or the Community Youth Development Collaborative Committee

**SPECIAL KNOWLEDGE /SKILLS:**

* + - * Ability to use calculator (1 a-key by touch)
			* Ability to use personal computer and software to develop spreadsheets and do word processing
			* Ability to work with numbers in accurate and rapid manner to meet established deadlines
			* Knowledge of accounting principles and practices
			* Must demonstrate good written and verbal skills Must have good interpersonal and organizational skills
			* Proficient skills in typing, keyboarding, and file maintenance

### REQUIRMENTS:

* Must hold a Bachelor Degree in social work, human relations, or a social science
* Minimum of three or more years in administration and oversight of contracts, including subcontracts
* Experience in managing programs, contracts, and supervisory experience can be substituted for each year of education requirement
* Community based program experience preferred
* Experience in working with parents, students, teachers, and other staff in a culturally-diverse community preferred
* Good interpersonal and organizational skills
* Must demonstrate good written and verbal communication skills
* Must be computer literate
* Ability to establish good working relationship with all agencies involved in the Community Youth Development Program

**OTHER REQUIREMENTS:**

Pass drug test, T.B. test background checks and must possess valid driver's license