

Director of Programs

S.T.R.O.N.G Youth, Inc.

Full-time Position

Organizational Profile:

S.T.R.O.N.G. Youth, Inc. is a youth, family, and community development organization whose focus is youth, gang and gun violence prevention and Intervention. Our mission is to increase safety and sense of community among youth and families across Long Island and the surrounding region. To accomplish this, we provide alternatives to high risk behaviors for our youth and empower families, residents and stake holders to implement and endorse socially responsible initiatives in their communities.

Position Description: The responsibilities of the Director of Programs at S.T.R.O.N.G. Youth, Inc. are briefly described below. In addition to the day to day responsibilities, the Director of Programs is responsible for and is expected to uphold the image and reputation of this organization. The Director of Programs (DP) is to develop, supervise and work with a team who will work diligently to provide our community with the best possible programs for young people of promise. The DOP must be passionate about community organizing, advocacy and focusing our programming on empowering marginalized populations.

The Director of Programs will oversee the day to day operation of S.T.R.O.N.G. Youth programming. They will handle team supervision, management and professional development, program delivery, quality control and evaluation while ensuring that all set objectives are met within grant funding, and program guidelines. The DP will act as the liaison to all outside program partners and/or vendors who have a relationship with the organization. The DP will also help develop and foster new collaborative relationships with other organizations that will strengthen program design and delivery.

Responsibilities:

Leadership

- Oversee and ensure coordination among the different programs.
- Assist in building linkages with the communities and continue to cultivate existing relationships and collaborations to ensure resources and access to services.
- Work to ensure quality of programs by conducting regular reviews of performance and milestones achieved and instilling pride in achievement in all staff members.
- Meet with other CBOs and stakeholders to explore resources and collaborations, and advocacy, organizing and community development opportunities.

Team Management and Development

- Promote Team productivity, creativity and effectiveness through direct, daily supervision to all program staff, including leadership development and conflict resolution.
- Provide staff development opportunities including, but not limited to, staff orientations, team meetings and staff development.
- Meet with the Executive Director to discuss staff recruitment, retention and recognition of the needs of all programs.
- Ensure that staff, interns, and volunteers maintain, uphold, and represent a clear perspective of S.T.R.O.N.G. Youth's mission, practices, and objectives.
- Assist in conducting staff reviews and providing constructive feedback to staff based on those reviews.
- Review new hire applications and interview candidates for open positions in collaboration with the Executive Director.

Program Operation Management and Evaluation:

- Work with program staff to expose youth to positive alternatives and strengthen their leadership skills, as well as their community/civic engagement.
- Ensure the inclusion of family support and opportunities to engage parents in all organizational programs.
- Coordinate with program staff to develop special community events to promote awareness regarding youth, gang and gun violence and develop recruitment strategies to increase program participation and effectiveness.
- Develop, review and revise protocols and procedures for programs.
- Conduct periodic review of program charts to ensure quality of documentation.
- Evaluate program outcomes and generate grant reports for all funding sources.
- Work with the Executive Director in developing program efficiency documentation for Board of Directors, donors, funders and general public - i.e. Annual Report, quarterly newsletters, fact sheets, etc.

Marketing:

- Assist Program and PR staff/interns in ensuring thorough and timely documentation of program activities and events.
- Develop periodic press releases and marketing materials to build program awareness.

Other Duties:

- Other duties as assigned or deemed necessary to assure that S.T.R.O.N.G. Youth, Inc. continues to focus on the development of socially responsible youth.

Qualifications:

The Director of Programs will demonstrate an understanding of the challenges facing youth and exhibit an empathetic attitude towards them while considering a variety of underlying issues such as: low socioeconomic status, presence of gangs, availability of drugs and firearms, and feeling unsafe in their neighborhoods; high crime, conflict with social institutions, and family disorganization.

- An MSW or advanced degree in a related field with 3-5 years in administration, supervision, program development, implementation and evaluation is **preferred**. A B.A./B.S. with 4-6 years of experience minimum is **required**.
 - Starting salary is commensurate with education achievement level and applicable experience.
- Previous experience working with "at-risk" youth using a positive youth-development model is highly preferred.
- Must be able to relate to youth and maintain professional boundaries.
- Ability to coach staff, manage, and develop high-performance teams.
- Record of achieving strategic objectives and developing, implementing and evaluating quality programs (goals, objectives, activities and milestones).
- Strong interpersonal and written and verbal communication skills.
- Ability to stay organized, assess priorities, take initiative, handle multiple assignments, and meet deadlines to develop solutions to problems with limited direct supervision is a must.
- Demonstrate comfort in interacting with community residents, business leaders, politicians, and community activists and able to work collaboratively in a team setting.
- Knowledge of relevant community resources and must be current on news impacting communities we serve.
- Ability to maintain confidentiality of records and information.
- Must pass criminal background check.
- Possess demonstrated computer proficiency.
- A valid NYS Driver's License and access to a motor vehicle is required

Program Location: Nassau and Suffolk County, New York

Days & Hours: Flexible schedule is required including evening availability. Weekends as needed. Will be discussed during interview.

Salary: Commensurate with experience. Not to exceed starting salary of \$65,000 a year. Additionally, a 401(K), program, health benefits, paid time off, vacation and paid holidays also available.

All qualified applicants, please send cover letter, resume, and references to email address above.

Include in subject line STRONG Youth – Director of Programs

Visit our website at www.strongyouth.com

S.T.R.O.N.G. YOUTH, INC., IS AN EQUAL OPPORTUNITY EMPLOYER