**Director of Youth Development**

**Organization seeks an experienced professional, with a strong background in youth services, to provide leadership for the design and management of the organization’s youth development programming and services. This position is responsible for youth program development and management, for building strong partnerships and collaborations with other organizations and funders, for developing and managing staff, for fostering a culture of using data to improve learning, practice and performance, and for working staff to support youth toward advancement in education, work and life.**

Organization is a nonprofit social enterprise that offers job training opportunities and transition support services to equip youth with first-hand experience working as a team to operate retail and online businesses and to develop the tools to enable them to make progress around education, employment and life goals. The model is premised on the belief that an actual job – one which provides hands-on, real-world training combined with high expectations, accountability and opportunities for personal development, is the best way to equip youth with marketable skills critical for success in work, college and life.

**This position reports primarily to the Site Director and secondarily to the Chief Program Officer, works in partnership with the Director of Operations, supervises youth development staff, interns and volunteers, and serves as a role model and professional resource for youth. This person has direct responsibility for the supervision of those Interns and Volunteers at that site, but spends up to 20% of their time supporting YD programming.**

**Key responsibilities of this position include:**

**Youth Program Development and Management**

* Designs and manages all youth programming services and activities to meet organizational goals and priorities and to support youth to achieve success around education, life and work skills
* Works with the Executive Team, Site Directors, and the Director for Operations to ensure alignment between the youth development services and the social enterprise goals and objectives
* Responsible for recruiting, training, coaching, scheduling, supervising and evaluating youth development staff, volunteers and interns in alignment with organizational priorities and performance standards
* Provides leadership around developing and strengthening curricula, workshops, and operating systems/protocols to support youth to achieve their life, education and work goals (e.g., housing, health insurance, budget, education plans, transitions to other jobs or trade schools)
* Serves as a member of the senior management team to identify and develop strategies and processes to improve operations and to promote communication and integration between youth development services and the social enterprise in alignment with the core model
* Responsible for ensuring that all administrative, recordkeeping and compliance functions around youth development services are fully maintained and managed in accordance with organizational and other regulatory requirements

**Case Management and Youth Services**

* Oversees and coordinates the youth development services of assigned site, including assigning caseloads, ensuring proper distribution of youth on team between funding sources and shift availability and coordinating service referrals
* Ensuring alignment with youth development model across the organization.
* Responsible for crisis management and problem resolution, including, but not limited to supporting staff, navigating and mediating complex situations to productive and positive resolutions and to mitigate risk and liability, while upholding the values/ principles, policies and protocols of organization and the safety of youth
* Supports staff who works directly with youth to help youth advance their education, employment and self-efficacy.

**Partnerships and Collaborations**

* Responsible for supporting staff to understand and act upon the importance of building effective partnerships to support the successful transition of youth around education and work
* Responsible for developing, preparing and disseminating information and reports as needed to ensure timely and professional communication with external partners, to meet reporting requirements and to provide accurate and regular updates around youth progress

**Evaluation and Performance Management**

* Works closely with the Director of Evaluation and youth development staff to ensure timely and accurate data tracking and reporting and to build a culture of learning and inquiry as a means for performance improvement
* Works with senior management and the Director of Evaluation to define outcome measures and reporting needs that will enable organization to use data to improve practice and program implementation, to inform decision-making and to document results
* Develops and leads the practice for routinely reviewing and using data with program staff to enable staff to strengthen their work with youth and to make program and practice modifications as needed

The ideal candidate should have a Master’s degree, preferably in social work, education or other related field with a minimum of 5 years of related work experience working directly with high-risk youth in a youth development program or education setting. Position requires a minimum of 3 years of documented supervisory experience. S/he should have experience coaching youth to navigate career and college planning, possess strong facilitation skills and be able to inspire and motivate individuals and groups to work toward achieving goals. An ideal candidate must be responsible, flexible, hard-working, ethical, trustworthy, sincere and willing to hold youth accountable for their choices. A strong attention to detail and high level of organization, solid oral and written communication skills and strong computer skills are essential. Candidate must be able to work some evening and weekend hours each month.