

PROVIDENCE CENTER JOB DESCRIPTION

Title: Director of Youth Programs
Reports To: Executive Director
Job Status: 12 month, full-time
Compensation: \$40,000 per year, health benefits, retirement contribution
Start Date: March 25th, 2019

POSITION SUMMARY

In Providence Center's youth programming, children build resiliency, learn to make safe and positive choices, and cope with the stress and trauma that they experience. To assist in this process, the children are tutored and mentored by local high school students, our Teen Leaders. These Teens learn to be role models for the children while being supported to graduate high school, develop professional skills, and enroll in college. Another group of teens, YA!, meet on Fridays and Saturdays to learn about ways they can work and advocate for positive change in their community. Together, all of our children and teens bond as a community that supports each other, challenges each other, and watches out for each other as each achieves her or his dreams.

The Director will be responsible for ensuring a safe and supportive environment for children and youth to learn and grow. She/he will oversee the Power Program including staff hiring and supervision, curriculum planning and development, budgeting and administrative tasks, and family engagement. The Director will also develop and sustain community and volunteer partnerships to enhance programming. Our work is done with an emphasis on social-emotional learning and trauma-informed practices, and the Director ensures that these commitments are consistently developed and sustained in our program environment. As our programming continues to grow, the Director will support strategic planning and help determine the future directions of our work with children, youth, and their families.

MAJOR RESPONSIBILITIES

Staff Supervision

- The Youth Director supervises the Assistant Director, Youth Organizer, program teachers, and interns. There are also shared supervisory relationships with the Community Organizer and Teen Leaders.
- Provide supervision to all youth program staff, insuring the safety and quality of instruction and classroom practices.
- Provide or coordinate safety, procedures, and curriculum training for staff.
- Facilitate staff meetings for program teachers and Teen Leaders.
- Provide performance reviews for staff and Teen Leaders.
- Identify and disseminate professional development opportunities for staff.

Licensing

- Maintain all staff and student records necessary for program licensing.
- Ensure that the program runs in accordance with licensing procedures.
- Serve as a liaison with licensing inspectors.

Planning and Evaluation:

- Oversee the collection, recording, and dissemination of evaluation data.
- Use evaluation findings to make improvements to the programs.
- Work with the Executive Director to plan new program initiatives and expansion.
- Assist in the identification of new partnerships and resources for programming and support.
- Support fundraising and marketing efforts to grow the program resources.

Program Leadership:

- Supervise the youth programs ensuring quality teaching, responsive student support systems, and a safe, welcoming, and joyful environment.
- Oversee the recruitment, registration, record keeping, and retention of students.
- Recruit program staff and Teen Leaders.
- Develop curriculum and educational practices in conjunction with program staff.
- Oversee program logistics, including supply orders, trips, and guest presenters.
- Ensure that volunteers are oriented and have appropriate and fulfilling assignments.

Organizational Leadership:

- Insure a safe, friendly, and supportive environment for children and youth and their families.
- Establish open communication and positive relationships with parents and guardians.
- Maintain collaborative relationships with school administrations, support staff, and teachers.
- Participate in Providence Center staff meetings and staff retreats.
- Represent Providence Center and those we serve at relevant community meetings and coalitions.

QUALIFICATIONS FOR DIRECTOR OF YOUTH PROGRAMS

Education and Experience Requirements:

- Bachelor's degree in Education, Early Childhood Education, or related human services, or an equivalent combination of education and experience, is required.
- Two or more years of work experience is required in a related field working with K-12 youth.
- Experience with youth development programming, such as social-emotional learning, social skills training, service learning, and/or trauma-informed practices preferred.
- Experience with teaching and curriculum development is preferred.
- Experience with out-of-school time programming and managing safety and licensing procedures strongly preferred.
- Supervision experience preferred.

Skills and Abilities:

- Bilingual Spanish/English required.
- Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic, and cultural backgrounds.
- Evidence of skills relevant to developing learning activities, such as creativity, flexibility, and an understanding of planning for different ages, interests, and abilities.
- Demonstrated ability to motivate staff, build team cohesion, and hold others accountable to expectations.
- Strong organizational skills and attention to detail.

- Must be able to manage multiple tasks.
- Strong written, verbal, and interpersonal communication.
- Must be able to communicate effectively with parents and staff.
- Proficiency in MS Office, good typing skills, and general computer/technology skills are required.
- Commitment to Providence Center’s mission and program philosophies.

Certifications/Clearances:

- Must have current certification in CPR/First Aid for children and youth (or be willing to become certified.)
- Criminal background checks and child abuse clearances are required.

TO APPLY: Please send a cover letter and resume to David Chiles, dchiles@providencephilly.org.

ABOUT PROVIDENCE CENTER

Providence Center is a non-profit community center serving the Fairhill section of North Philadelphia. We were founded in 1993 by the Holy Child Sisters, an order that has taught and worked in the neighborhood for over 100 years. Our students come back year after year to be part of out-of-school time programming designed to build resiliency, leadership, and community. Families also have access to English language classes and other supports. Reflecting the population of Fairhill, Providence Center works primarily with Puerto Ricans and Latino immigrants. Though our neighborhood has the highest poverty rate in Philadelphia, we are committed to helping families build futures filled with hope and opportunity. Our mission is to educate people to have the power and spirit to transform their lives and community.

Providence Center is proud to be an equal opportunity employer. Providence Center maintains a policy of non-discrimination with respect to employees and applicants for employment.