Director of Youth Empowerment Programs - Job Description & Competencies

The Director of Youth Empowerment Programs is responsible for the operational success of the Laurel Civic youth empowerment programs. These programs include developing and managing the daily Homework Assistance Program, Kids Café, youth events and celebrations, the Summer Reading program, and the annual Teen Empowerment Camp. The director is also responsible to ensure a safe environment for all participants. The Director of Youth Empowerment will report directly to the Executive Director (ED).

Responsibilities

- Coordinate all youth program operations, program scheduling, monitoring projects, and budgets to ensure program goals are met and adjusted as directed by Executive Director.
- Oversee all youth program curriculum design, implementation, and content, while ensuring alignment with current youth program research and local best practices.
- Recruit and train volunteers for the youth programs.
- Oversee program monitoring, program evaluation, and records management policies and practices.
- Streamline data collection and analysis processes through improved integration of technology.
- Play a coaching role with parents/guardians to collaborate and problem-solve together for the benefit of the youth.
- Works within a supportive role to Director of Development and Executive Director in development efforts.
- Develop an annual educational theme and learning goals for the Teen Empowerment Camp and plan the relevant curriculum and volunteers to deliver against those goals.
- Represent Laurel Civic youth programs in the community.
- Supervises Youth Program Assistants
- Lead special projects as assigned.
- Other Duties as Assigned

Qualifications

- A passion for the Laurel Civic mission, vision, and values.
• Master’s degree preferred; or Bachelors in related field with 3-5 years of experience in similar or related positions; program administration, management, and supervisory experience.
• Bi-lingual Spanish is not required but preferred.
• Demonstrated excellence in organizational, managerial, and communication skills.
• Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook.
• Strong interpersonal skills, including a good energy level and comfort in dealing with all levels of individuals.
• A high level of personal initiative and integrity.
• Self-directed and motivated
• Excellent oral and written communication skills.
• Research and analysis skills.
• Financial skills to the degree the incumbent can develop and track budgets.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

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 the essential functions. Position may require the occasional pushing, pulling, and lifting of fewer than 50 lbs.

**DISCLAIMER:** Job descriptions are not meant to be all-inclusive and the job itself is subject to change. Nothing in this job description restricts management’s right to assign or reallocate duties and responsibilities to this job at any time due to reasonable accommodation or other reasons. The position description was created & approved by the Executive Director on May 5, 2022.
### Director of Youth Programs Competencies

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<thead>
<tr>
<th>Competency</th>
<th>Description</th>
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<tr>
<td><strong>Adaptability</strong></td>
<td>Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or culture.</td>
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<td><strong>Authenticity</strong></td>
<td>Gaining other people’s trust by demonstrating openness and honesty, behaving consistently, and acting in accordance with moral, ethical, professional, and organizational guidelines.</td>
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<td><strong>Collaboration</strong></td>
<td>Working effectively and cooperatively with others; establishing and maintaining good working relationships.</td>
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<td><strong>Communication</strong></td>
<td>Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.</td>
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<td><strong>Decision Making</strong></td>
<td>Identifying and understanding problems and opportunities by gathering, analyzing, and interpreting quantitative and qualitative information; choosing the best course of action by establishing clear decision criteria, generating and evaluating alternatives, and making timely decisions; taking action that is consistent with available facts and constraints and optimizes probable consequences.</td>
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<tr>
<td><strong>Driving for Results</strong></td>
<td>Setting high goals for personal and group accomplishment; using measurement methods to monitor progress toward goals; tenaciously working to meet or exceed goals while deriving satisfaction from that achievement and continuous improvement.</td>
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<td><strong>Executive Disposition</strong></td>
<td>Demonstrating a poised, credible, and confident demeanor that reassures others and commands respect; conveying an image that is consistent with the organization’s mission, vision and values.</td>
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<td><strong>Influence</strong></td>
<td>Creating and executing influence strategies that persuade key stakeholders to take action that will advance shared interests and business goals.</td>
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<td><strong>Negotiation</strong></td>
<td>Effectively exploring alternatives and positions to reach outcomes that gain the support and acceptance of all parties.</td>
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