

THE DEPOT YOUTH CENTER

PROGRAM DIRECTOR JOB DESCRIPTION

OPPORTUNITY

The Darien Youth Center (the “Depot”) is seeking a Program Director to be part of the leadership team and assist the Executive Director (“ED”) in leading, managing, directing and monitoring the overall daily operations of the Depot, with primary focus on delivering high quality programming and establishing an inclusive and judgment free environment for youth ages 12 to 18 year old. Additionally, the Program Director will assist the ED with community relationships and facility management.

This individual must have a general love and acceptance of all children, be open minded, flexible, compassionate and has outstanding interpersonal skills.

The Program Director reports directly to the ED.

VISION AND MISSION

Vision Statement: The Depot Youth Center is a critical town asset sitting at the center of our community, providing relevant, age-specific and vital resources for the youth in Darien.

Mission Statement: The Depot Youth Center supports the wellbeing of our youth by giving them opportunities to connect, grow and give back.

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Candidate Skills & 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 6th-12th grade youth.
- Experience with youth development programming, such as social-emotional learning, social skills training, service learning, and/or trauma-informed practices.

- Experience with teaching, curriculum development, and out-of-school time programming.
- Evidence of skills relevant to fostering youth development and an understanding of planning activities and events for different ages, interests, and abilities.
- Demonstrate 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 and be forward thinking and agile in the changing landscape of youth development and mental health awareness.
- Strong written, verbal, and interpersonal communication.
- Must be able to communicate effectively with parents, guardians and staff.
- Proficiency in MS Office, Google Documents, good typing skills, and general computer/technology skills are required.
- Commitment to the Depot's mission and program philosophies.
- Must have current certification in CPR/First Aid for children and youth (or be willing to become certified.)

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DUTIES & RESPONSIBILITIES:

Programming

- Ensure programs meet Depot's vision and mission, the program's stated objectives, member needs and interests, are organized and engaging and result in high participation.
- Supervise the youth programs, ensuring quality teaching, responsive student support systems, and a safe and inclusive environment.
- Work with ED to develop program budgets. Approve program expenditures to authorized level; ensure expenditures considered costs and best value.

- Plan special events and programs for both members and parents.
- Assist in the identification of new partnerships and resources for programming and support.
- Front-line accountability for quality program delivery, including core programs, new initiatives and summer programs.
- Develop monthly/quarterly/yearly program schedule and plan implementation with program staff. Promote and market programs to Depot members and the community.
- Evaluate programming activity and impact regularly. Oversee the collection, recording, and dissemination of evaluation data and use evaluation findings to make improvements to the programs.
- Survey members' interest in programs, track member participation in programs, and outcomes. Work with ED to plan and implement changes to improve results.
- Oversee the recruitment, registration, record keeping, and retention of members. Work with the ED on member/parent orientation program, parent meetings, and parent engagement.
- Establish open communication and positive relationships with parents and guardians.

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Community Collaboration

- Ability to develop and maintain community partnership and collaborative relationships with school administrations and other community non-profits.
- Represent the Depot at community meetings, including (but not limited to); Darien High School, Middlesex Middle School, The Community Fund Thriving Youth Task Force, YWCA Parent Awareness, and the Youth Service Bureau.

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Manage Program Staff/Assistant Directors

- Hire Program staff, as required, to deliver programs, identifying training and oversight required for effective program delivery.
- Orient staff, interns and volunteers to program goals.
- Evaluate staff's performance semi-annually and recommend professional development, promotion, and discipline/discharge.
- Monitor program delivery, work with program staff to plan and implement improvements.
- Take action to resolve conflicts, disputes and/or concerns of staff, members, or volunteers.

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ED Support

- Work with the ED to handle crisis situations and take action to resolve conflicts, disputes and concerns of staff, members, volunteers, and parents.
- Support ED and The Depot's fundraising and marketing efforts to grow the program resources.
- Work with the ED to formulate and monitor the budget for programs at the Depot.
- Work with ED to ensure program facility areas are safe, well maintained, and clean addressing repairs and improvements with the ED as necessary.
- Assist ED in grant applications.