



Job Posting

March, 2019

POSITION

Program Director, Summer Youth Employment Program

EMPLOYMENT TYPE

Regular FT – 35 hours/week

SALARY

\$45,000 - \$50,000/yr

REPORTS TO

Director, Youth Employment Programs

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for oversight of all aspects of the SYEP and ensuring all personnel are abiding by DYCD and RiseBoro policies and procedures.
- Directly responsible for ensuring all program goals are met.
- Hire, train and professionally manage qualified program staff; orient them to their respective roles and responsibilities within the program structure.
- Ensure all required program elements are effectively provided as well as oversee the outreach, recruitment, application submission, enrollment, placement, and retention process very closely.
- Maintain professional standards in all aspects of work, including professional development, documentation, supervision and making referrals as necessary for youth & families who may need additional services.
- Supervise and coordinate work activities of staff; convene staff meetings; plan and conduct participant orientation and work sponsor orientation.
- Oversee the participant payroll process and collection of timesheets. Offer feedback to participants when issues occur regarding scheduled payments; approve hours for participants' payment through the DYCD/SYEP system.
- Accountable for reviewing and approving all project based activities.
- Ensure project based activities are being implemented with fidelity.
- Ensure deadlines are met, all issues are being addressed, follow-up visits are made, referrals are being properly made, and timesheets are being calculated correctly.
- Maintain all personnel and program records; ensure all program reports and verification tools are submitted to DYCD on a timely basis; maintain contact with DYCD officials and staff throughout the program period; maintain contact with the work sponsors throughout the program period and provide them all required information and assistance; and evaluate staff performance.
- Conduct initial inventory of debit cards and ID cards for coordinate distribution.
- Complete all required reports, including closeout report.
- Assist with any program activity deemed necessary by Director of Youth Employment Programs.

COMPETENCIES

- Must have excellent communication and organizational skills
- Bilingual, English/Spanish a plus
- Must be able to multi-task and meet set deadlines
- Must be able to function effectively in a fast-paced, highly charged environment

EDUCATION EXPERIENCE

Bachelor's Degree from accredited college or university is required.

Minimum of three years of related experience which may include experience supervising and managing youth development or workforce development services for youth is preferred.

APPLICATION DEADLINE

March 29, 2019



SUBMIT RESUME TO

Kendra Doshi, Business Manager

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