

CENTRAL CONNECTICUT COAST YMCA

Job Description

Title: Harding High School Program Director
Branch: Ralphola Taylor Community Center YMCA
Reports To: Executive Director
Date: September 2014

GENERAL FUNCTION

Under the direction of the Executive Director of the Ralphola Taylor Community Center YMCA, the Program Director oversees the operation of all educational and recreational programs at Harding High School. This includes supervision of staff, program and budget development, record keeping and maintaining positive relationships with students, parents, faculty and staff. The Program Director duties may include but are not limited to providing services to the Harding CLC site as well as the Ralphola Taylor Community Center YMCA.

KNOW- HOW

- Incumbent must possess a bachelor's degree in human services, education or a related field
- Incumbent must have at least one year of successful professional experience working with teens in one of the following settings: YMCA, school, community center or other human service agency. This experience must include success in implementing responsive programs.
- Experience with budget development is preferred
- Excellent communication and human relations skills are required. Excellent writing and public speaking skills required.
- Incumbent must be able to connect effectively with diverse populations. This includes but is not limited to teens, their parents/guardians, school teachers and administrators as well as local business professionals.
- Bilingual (Spanish/English) is preferred.
- Reliable transportation as travel is required.
- Proficiency in a variety of software applications including the Homeless Management Information System is required.

KEY DELIVERABLES

Develop and implement responsive programs that meet or exceed enrollment targets with a focus on programs to enhance academic achievement; promote parental engagement and involvement; decrease truancy, expulsions, violence and other and behavioral disturbances.

Assist with research, writing and submitting at least three grants per year to supplement program funding.

Develop and maintain strong relationships with the principal, teachers and other staff of the host school and other related organizations.

PRINCIPAL ACTIVITIES

1. Exemplify the four character values of Caring, Honesty, Respect, and Responsibility with staff, students, parents, and the general public.
2. Evaluate the effectiveness of programs in meeting objectives by reviewing data, reports and surveys.
3. Recruit, train and supervise staff, conduct performance reviews and prepare annual targets and tactics for staff. Ensure and maintain all staff training requirements and proper certifications.
4. Develop program schedules and promotional materials (flyers, news articles, announcements, brochure information).
5. Enter data and prepare reports in accordance with Association Office, grant and funding source guidelines and requirements.
6. Monitor program expenditures against the budget and make necessary budget revisions and provide interpretive information to supervisor.

7. Respond to inquiries from the general public, makes presentations to civic organizations and other appropriate groups.
8. Process and/or respond to all program bulletins.
9. Meet all deadlines for reports.
10. Maintain a professional image of the YMCA. Organize or attend community fairs/events as relevant to the YMCA.
11. Schedule, attend and/or conduct meetings at the local, state and regional level to gather or distribute program information.
12. Assist in the RTCC Annual Support Campaign.
13. Actively participate in branch staff meetings and on Association teams as assigned.
14. Actively pursue professional development and support the same for staff.
15. Pursue community collaborations with in the Bridgeport area.
16. Other duties as needed or assigned by the Executive Director.

EFFECT ON END RESULTS

1. To the extent to which there is a positive image of the Harding 21st century CLC and the Ralphola Taylor Community Center YMCA in the community.
2. To the extent that outcomes are achieved per approved targets.
3. To the extent that program evaluations result in high satisfaction with program content.
4. To the extent that RTCC/Harding CLC/YMCA meet enrollment and financial targets as outlined.
5. To the extent that HHH CLC maintains or receives increased funding to support programs.
6. To the extent that all required data entry and reporting are done by its intended deadlines.