

YWTEEN DIRECTOR
POSITION POSTING

Department: Community Connection	Job title: YWTeen Program Director
Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours: 8:00-5:00 M-F, with flexibility for program needs <input type="checkbox"/> Executive / Administrative <input checked="" type="checkbox"/> Programmatic <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
Reports to: President/CEO	Supervises: YWTeen Group Leader(s)
General Description: Plans curriculum, markets program to schools, schedules groups, supervises and ensures quality groups and programming for the YW Teen Program by successfully recruiting, training, and supervising staff; ensures curricula and meeting sites are available for weekly programs; maintains accurate and timely records of program activities, outputs and outcomes; conducts groups and ensures groups meet program goals and the mission of the YWCA.	

Position Requirements:

- a) Education: Bachelor's degree, in Management, Social Work, Psychology or related field
- b) Experience: Two years of relevant experience: group work with youth; presentation skills; program management and staff supervision experience; computer skills/expertise: Microsoft Office—Word, Excel, Publisher, Power Point.
- c) Prefer: Bilingual, bicultural, knowledge of community resources and how to access them.
- d) Excellent verbal, written and business communication skills.
- e) Proficient in Microsoft Word and Excel.
- f) Flexible, regular, good attendance.
- g) Must be able to pass a criminal history check done for criminal indictment involving an offense against a person, an offense against the family, or an offense involving public indecency under Texas Penal Code as amended or an offense under Chapter 281 of the Texas Health and Safety Code.
- h) Ability to walk, bend, stoop, twist at waist, reach, climb stairs, lifting at least 30 lbs.
- i) Must be able to use own personal vehicle, have a valid Texas Driver's license, good driving record and be 25 years or older and carry the minimum state liability insurance for YWCA insurance compliance.

To apply, submit application, resume and 2 Letters of Reference from past supervisors to:

YWCA Administrative Office
 4601 Corona
 Corpus Christi, TX 78411
 361-857-5661 ext 104
 361-857-0254 (fax)
ywcacc@ywcacc.org

RESPONSIBILITIES:

- a) Meet program goals, output and outcome expectations within given budget and timelines.
- b) Market and interface with relevant community for target population, i.e., local agencies, schools and churches.
- c) Plan curriculum; train, supervise staff in conducting program and small groups.
- d) Oversee monthly demographics, output and outcomes statistical records.
- e) Ensure output/outcomes meet budget and funding sources.
- f) Plan, market and implement special events.
- g) Incorporate a flexible schedule of meetings to accommodate the needs of customers.
- h) Facilitate and conduct YW Teen weekly groups in a variety of settings, utilizing assigned curriculum materials to meet program goals.
- i) Maintain communication with school principals and community colleagues.
- j) Maintain volunteer pool to deliver and enhance program and special events.
- k) Represent YWCA at relevant community events.
- l) Maintain proper attitude towards safety and ensure that all operations are performed in accordance with the standards.
- m) Assist with other assignments as required by supervisor.

Performance Expectations**Mission-Driven Programming:**

- Planning/managing quality programs that empower youth, women and families.
- Ensuring programs fulfill mission, funding source expectations and program goals.
- Developing activities/programs that promote racial justice, diversity, and women's economic empowerment.
- Coordinating special events (i.e., Racial Justice Forum, Week without Violence, Reading Rally, Institute for Public Leadership) with YWCA committees, volunteers and community partners.
- Facilitating and conducting YWTeen Leadership groups within service areas.
- Committed to carrying out the mission of the YWCA.

Management:

- Communicating program goals with staff and ensuring expectations are met.
- Scheduling staff to the needs of the program.
- Training staff to ensure they are capable of job expectations.
- Maintaining volunteer pool to deliver and enhance programs and events.
- Providing required documentation of program and event output and outcomes.

Teamwork:

- Developing/maintaining procedures and training manuals on all program operations and equipment utilization.
- Participating in the hiring process for YWTeen Program.
- Preparing/presenting summarized reports that accurately reflect program/event performance, meet budget and funding requirements.
- Communicating information clearly to and on behalf of YWCA management.

Community Collaborations:

- Representing the YWCA at community activities, events, fairs, conferences, etc.
- Creating/maintaining community collaborations and partnerships that further the goals of the program.
- Collaborating with principals and other community leaders.

Work Experience*Requirements:*

- Two years of program management experience.
- Two years' experience in collaborative programs or initiatives.
- One year supervisory experience.
- Relevant program experience: group work, presentation skills preferred.

Education*Requirements:*

- Bachelor's degree in Social Work, Psychology, Management, or related field

Preferred:

- Bachelor's degree in Social Work, Psychology or Education with 6 or more semester hours in management.

Additional Skills*Requirements:*

- Excellent verbal and written communication skills.
- Word, Excel, Power Point and Publisher proficiency.

Preferred:

- Bilingual (Spanish/English)

Additional Requirements

- CPR/First Aid certification, or ability to attain within three (3) months of employment.
- Food Handlers certificate, or ability to attain with two (2) months of employment.
- Ability to use own personal vehicle.
- Valid Texas driver's license, or ability to attain one within two (2) days of employment.
- Good and verifiable driving record.
- 25 years or older for YWCA insurance compliance allowing the organization to carry the minimum state liability insurance.
- Ability to walk, bend, stoop, twist at the waist, reach, climb stairs, and lift a minimum of 30 pounds.