Child & Youth Program Director
Job Description
Goodman Community Center
02/05/2012

Reporting to the Executive Director (ED), the Child & Youth Program Director will be responsible for the operational success of Goodman Community Centers programs for children and youth (ages 3-18) ensuring unified team management, team development, program delivery, and quality control and evaluation.

In this newly established role, the Director of Children and Youth Programs will manage a staff of 5. This is a key leadership position within our organization, and will fulfill an important role as a representative of GCC in the community. Supervises: Early Childhood Manager, Elementary Program Manager, Teen LOFT Manager, TEENworks Manager and the MERIT Manager

The Children and Youth Programs at the Goodman Community Center are the cornerstone of the center's work and impact in the community. Programs include: 3-year-old preschool, 4- year- old kindergarten, elementary afterschool and enrichment, middle school, high school, youth employment, and the MERIT pregnancy prevention program.

Qualifications:

The successful candidate will lead programs, partner with the ED and work collaboratively with a high performance management team. Specific requirements include:

- Minimum of a BA, MA in social work preferred or related field
- At least 5 years of experience in a team management role.
- Minimum of 3 years grant-writing experience.
- Ability to interpret complex federal, state and private funding regulations and guidelines.
- Knowledge of State Childcare Licensing and City of Madison Accreditation guidelines, Young
- Star, Creative Curriculum and CIPAS requirements.
- Knowledge of Positive Youth Development, Youth Engagement, Alternative Educational
- approaches and Teen Employment Programming.
- Demonstrated success developing and evaluating program models, and selecting and
- implementing innovative programs.
- Proficient in using technology as a management reporting tool and experience working with
- information technology staff to develop and implement program evaluation systems.
- Strong project management skills in overseeing complex, multi-faceted projects resulting in
- measurable successes and program growth.

- Strength in managing, developing, coaching, and retaining individuals and teams, empowering
- them to elevate their levels of responsibility, span-of-control and performance
- Deep understanding of employee performance improvement plans, and corrective action
- policies
- Demonstrated results in managing through complex systems and proven experience negotiating
- win-win agreements
- Excellent verbal and written communication skills with exceptional attention to details
- Personal qualities of integrity, credibility, and a commitment to and passion for the Goodman
- Community Center's mission

Expectations include:

- Cultivate existing relationships with funders with the goal of ensuring open communications and knowledge of trends and resources in the community.
- Develop and implement strategies that will maximize the synergies among program areas.
- Represent the center and the programs, building relationships and investments with key stakeholders and donors.
- Develop and implement a system to evaluate the skill, experience and professional development needs of all staff and implement a professional development program to address employee experience and skill gaps.
- Develop a system for establishing and monitoring consistent, objective program performance standards of accountability and compliance.
- Research funding opportunities that align with the Center's mission and program goals.
- Work with the Finance Director to develop and maintain systems of budget over-site and compliance management.
- Work with Executive Director and managers to develop a center-wide coordinated approach to providing integrated family programming.

Competitive wage and benefit package. Applications and a complete job description are available at www.goodmancenter.org. Please include resume with applications due by February 29th. For more information contact Lisa Jacob, Assistant Director, lisa@goodmancenter.org or 241-1574 ext 226

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