



## **Position Description**

Position: Director of Youth Programs  
Reports to: Executive Director  
Status: Exempt

## **Summary of Position**

The Director of Youth Programs oversees all afterschool, evening and summer youth programs. The Director manages outreach and program enrollment goals, and engages parents, schools and community agencies in partnerships that enhance the education and social opportunities for the Grafton Hill community and those served by other Friendly House programs. As a member of the Management Team, the Director works closely with the Executive Director, the Finance Director and other program directors to establish strategies that promote and enhance the Friendly House mission.

## **Responsibilities**

- Ensure the quality of after-school, evening and summer programs delivered at Friendly House, including drop in, youth development, teen leadership, recreation, and YouthConnect programs.
- Work with staff to establish annual program and financial goals and oversee the implementation of these goals to ensure successful outcomes, including pre- and post-testing, United Way and CDBG outcome measurements.
- Develop budgets for each youth program with the Finance Director and Executive Director understanding the distinct funding models of each program.
- Ensure careful management of all financial program operations including petty cash, participant fees, scholarships, concessions, vouchers, purchasing, etc.
- Professionally represent Friendly House within the community, promoting its programs and enhancing all aspects of its public relations, participate in inter-agency collaborations and on Board of Directors committees as needed.
- Maintain regular contacts throughout the community to enhance recruitment and program delivery; and be available to attend community stakeholder meetings, resource fairs and other events.
- Support fundraising and marketing efforts, including gathering surveys, parent satisfaction surveys and general communication with families regarding changes and events across youth programs.
- Recruit and hire staff, working closely with Program Coordinators and the Executive Director.
- Supervise, support, evaluate and provide professional development guidance and direction for program staff, program interns, and program volunteers. Convene regular staff meetings and trainings for program staff, and annually plan for staff development through community trainings and conferences.

- Ensure that Youth program spaces comply with all laws, regulations and licensing requirements governing children's programs, including grounds and vehicle operations.

**Requirements:**

- Bachelors Degree, with coursework in education, recreation, psychology or related field; or an Associate's degree with 10 years of work experience in child and youth development work required.
- Experience developing and implementing program for youth.
- Excellent analytical and management skills with a track record of managing multiple programs and staff.
- Bilingual Spanish/English preferred.
- Strong communication skills with the ability to assist with grant writing and make presentations to groups.
- Flexibility in hours, including some evening and possibly weekend assignments for tournaments, field trips, and cultural/program events.
- Must have a valid MA license and transportation.

To apply, please email a cover letter and resume to [hr@friendlyhousema.org](mailto:hr@friendlyhousema.org)