



JOB DESCRIPTION

Position Title: Managing Director, External Youth Programs	Program: After School and Youth Programs
Reports to: Chief Program Officer (CPO)	FSLA Classification: Exempt
Location: Northern Manhattan	EEO Category: Professional

ABOUT US

Established in 1917, YM & YWHA of Washington Heights and Inwood (the “Y”) is a not-for-profit Jewish community center that welcomes people of all backgrounds and beliefs. We offer a wide range of educational, recreational and social services programs to enhance the quality of life of the people we serve. From topnotch early childhood education and youth development programs to innovative senior center services, there’s always something for everyone at the Y!

POSITION OVERVIEW

Oversee, enhance and grow the Y’s external youth programs, currently consisting of: two **SONYC** Middle School After School Programs (School’s Out New York City), one in Washington Heights and one in Morningside Heights; one **COMPASS** High Program (Comprehensive After School System of NYC) at the same school in Morningside Heights; a **SYEP** (Summer Youth Employment Program) serving 800 youth participants aged 16 to 24; the **Youth Opportunity Hub** with 70 participants aged 16-24 (funded by New York Presbyterian Hospital). Significant to the role is the continuous development of partnerships with current and new schools, worksites, partners, and providers; and sustained efforts in exploring new opportunities for after school and youth programs.

ESSENTIAL FUNCTIONS

Strategic Leadership

- Serve as an integral part of the Youth and Family (Y&F) Leadership Team; support the CPO in Y&F – related matters, including but not limited to Y&F-wide meetings, retreats, and other events.
- Develop a strategic vision to ensure the programs are educationally relevant, innovative and evolving from year to year.
- Participate in School Leadership Teams to facilitate program integration within the schools' administration, structures, and culture.
- Facilitate alignment and clarity of program goals, directions, and communication of key messages, through strategic planning sessions and meetings with School Leadership Teams, Worksites, Program Directors, and Partners.
- Serve as the link between Program Directors and CPO providing information in a timely manner and ensuring nothing falls through the cracks.
- Responsible for running regular After School Program Team meetings, check-ins with Program Directors and CPO, and timely reporting of relevant information to all stakeholders (subordinates, superiors, other Y departments, and partners).

- Model commitment to the values and goals of the Y; champion and articulate the Y way of doing things.
- Participate in and promote Y programs outside of own department, and in various youth-related community events.

Program Planning, Implementation, Evaluation, and Continuous Development

- Develop and strengthen partnerships with new and existing worksites for Summer Youth Employment Program (SYEP) opportunities.
- Develop, maintain and strengthen relationships with new and current schools, while identifying and leveraging on new partnership opportunities for after school and youth programs.
- Lead and enable Program Directors to deliver impactful programming by working with the team in identifying long-term and short-term program goals and outputs, executing well-planned activities, and implementing ongoing improvements of educational programs.
- Support the deployment of SYEP participants to other Y programs with other Y Directors.
- Actively support the effort to find additional resources to enhance the quality of programs and services.
- Provide direct support to Program Directors in programming and staff coverage, as needed.

Compliance and Administration

- Ensure compliance of all programs with DOH and DOE standards and the Y’s HR requirements.
- Ensure compliance with all funders, including the NYC Department of Youth and Community Development (DYCD) and private Foundations.
- Facilitate the efficient functioning of the team and effective coordination between the team and other Y departments.
- Complete all Y system-wide reporting and paperwork requirements in a timely and accurate manner, including payroll materials, departmental goals and work-plans, budget preparation, tracking, and monitoring reports, employment paperwork, and other administrative /compliance requirements.

Professional Development

- Responsible for the Professional Development of Direct Reports. Provide ongoing coaching, mentoring and performance feedback to equip Program Directors in delivering successful programming.
- Work with the Program Directors and Human Resources to attract, recruit, develop, and retain a high-performing and high-potential talent pool of full-time and part-time staff.

SUPERVISORY RESPONSIBILITY

- Directly supervises at least four full-time Program Directors.

POSITION TYPE / EXPECTED HOURS OF WORK

- Full- time position
- Monday – Friday: 10:00 am – 6:30 pm, with room for flexibility.
This position may require long hours and weekend work (as needed).

WORK ENVIRONMENT

- Work is performed in a typical community center and school environment.

TRAVEL

- Able to travel to various sites in New York City (mainly Washington Heights and Morningside Heights), and maintain a strong physical presence in all programs.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Eager and comfortable to learn and model universal Jewish values, while working in and with a large, diverse population.
- Proven planning, leading, organizing, and monitoring skills; can work in a well—planned and organized manner; can follow through multiple deliverables.
- Able to effectively allocate time and resources that reflect institutional goals and priorities.
- Organization and people savvy; can make informed decisions; can collaborate, influence, forge strong partnerships and maintain cordial, professional relationships.
- Comfortable dealing with change and fluid environment; flexible and adaptable especially when faced with challenging situations.
- Excellent verbal and written communication skills; able to clearly and appropriately communicate in a variety of settings and styles.
- Proficient in the use of Google Suite, MS Office applications, social media and other technology platforms for youth programs.

REQUIRED EDUCATION AND EXPERIENCE

- Master's degree strongly preferred (Bachelor's required) in one of the following fields: Child Development, Elementary Education, Physical Education, Recreation or a related field.
- At least two (2) years of direct experience working with children less than 13 years of age, including at least one (1) year in a supervisory capacity in a child care program or related field of work.
- At least ten (10) years of youth development experience, including five (5) years of demonstrated success in an educational environment working with a broad spectrum of staff, volunteers, and program participants.
- Demonstrated experience in curriculum and program development with proven work output related to continuous improvement of educational programs.
- Bilingual in Spanish preferred.
- Current First Aid and CPR certification, and required Health & Safety certification preferred.

WORK AUTHORIZATION & CLEARANCE

- Documentation of U.S. citizenship or eligibility to work in the U.S.
- Must pass the background check, medical exams, fingerprinting and other requirements of the Department of Health (DOH), Department of Education (DOE), and Department of Youth and Community Development (DYCD).

OTHER DUTIES

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other functions and responsibilities may change or may be assigned.

To apply, send your resume and cover letter to employment@ywashhts.org.

This position is open to internal and external candidates.