



## Red Hook Initiative Program Director of School-Aged Programs JOB DESCRIPTION

**Position:** Program Director (School-Aged)

**Reports to:** Senior Director of Programs

**Supervises:** Reproductive Health Manager, Youth Jobs Developer, Team of seasoned and entry-level Youth Workers, Program Assistant.

**Key Collaborators:** Directors & Program Managers, Database & Evaluation Coordinator

**Salary:** \$70-73K

**About RHI:** For 18 years, [Red Hook Initiative](#) (RHI) has nurtured young people in Red Hook, Brooklyn, to be inspired, resilient and healthy, and to envision themselves as co-creators of their lives, community, and society. Dozens of participants in RHI programs have returned to RHI as staff and have jump-started careers in youth development from there. A key component of our approach to youth development and community building lies in the integration of socio-emotional support. Social work values and holistic practices are essential.

**Summary and Description:** The Program Director supports RHI's youth development pipeline for our adolescent programs (6th – 12th grade) to achieve their goals within the areas of education, employment, health, and personal development. The Program Director will maintain a bird's eye view overseeing RHI's school-aged programs and services with a clear focus on retention, graduation, matriculation, for all participants in order to have a successful transition to college and/or to employment pathways. The program director will develop and lead youth programs with a strengths-based perspective.

**Responsibilities:** The responsibilities of the Program Director include but are not limited to:

### Youth Development and Program Management

- Manage the day-to-day operations of an after-school program serving up to 165 youth participants
- Manage program budget decisions and approve program expenditures to ensure the team's fiscal responsibility
- Work with the Sr. Director of Programs to develop program plans, schedules, and activities in support of meeting existing and developing internal/external goals/contractual obligations
- Co-design program initiatives with RHI's Leadership Team
- Complete DYCD work-scopes, reports and administrative requirements and ensure that program complies with funder guidelines
- Oversee curriculum development and program planning for at least 8 comprehensive youth programs, four seasons each year
- Oversee parent meetings on a quarterly basis and establish monthly communication (emails or newsletters)
- Oversee planning of trips and enriching activities for program participants

- Evaluate short-term and intermediate program outcomes, with support from the Database & Evaluation Coordinator
- Contribute to grant writing and reporting process as they relate to program development and management

### **Supervision and Coaching**

- Recruit, hire and onboard new program staff members in keeping with the RHI model, including creating learning opportunities for RHI Fellows
- Supervise Program Team to ensure that program and youth and program goals are met
- Plan and lead program team weekly meetings
- Participate in program team meetings, case conferences and work with the teams as needed to reach overall RHI goals
- Check-in with the program team about individual participant progress and assist them in troubleshooting barriers to completion of goals
- Collect data to complete monthly and quarterly reports and participation and progress toward program goals
- Maintain data entry on Salesforce; program classes, goals, attendance, services, etc.
- Work with the Director of HR to Identify & connect staff training needs
- Provide leadership in therapeutic crisis intervention, conflict resolution and crisis management

### **External Relations**

- Act as a liaison between local schools, partner agencies, students, parents and RHI
- Work with external partners to harness program resources and opportunities for RHI youth and the larger Red Hook community
- Develop strategies to engage young people and organizations from Red Hook in the programs and services offered by RHI
- Coordinate with and prepare volunteers to support youth opportunities with RHI's development department (presenters, facilitators, mentors), as needed.
- Connect and collaborate with outside organizations to integrate programs and opportunities around peer education, employment, and enrichment to the youth program.

### **Skills, Knowledge and Abilities:**

- Must be enthusiastic about community-based work and youth development
- Ability to build rapport with RHI youth and ensure connection to appropriate resources and hold them accountable to RHI's participant expectations, policies and procedures
- Excellent verbal and written communication skills (eg must be able to keep up with a high volume of email)
- Detail-oriented with proven ability to keep accurate records
- Knowledge of alternative post-secondary pathways and excited about an integrated approach to post-secondary preparation
- Knowledge of New York City public education system and local and citywide resources for social services
- Detailed-oriented with a strong ability to keep accurate records and statistics
- Ability to work independently and maintain confidentiality
- Willingness to collaborate on projects and work with a team

### **Education and Qualifications:**

- High School Diploma/Equivalency required
- Bachelor's preferred.
- Must have 2+ years staff management & supervisory experience

- 2-3 years of experience working in youth development with students living in under-resourced communities
- Demonstrated experience facilitating, developing and implementing youth program curriculum.
- Red Hook resident, preferred
- English/Spanish, Bilingual preferred

**To Apply:** To apply, please send resume, cover letter and salary requirements to [apply@rhicenter.org](mailto:apply@rhicenter.org) with “Director of School-Aged Programs” in the subject line.