

## **PROGRAM DIRECTOR-SUMMER YOUTH**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional level position that has passion for youth, strong knowledge of city's neighborhood layout, and experience in workforce programming. Working independently and collaboratively with our various partners, this position will be responsible for coordinating the development and implementation of a summer youth program that integrates 16 hours at a worksite and a 4 hour enrichment session each week. Community organizing will be an integral part of your role as will the ability to market the Albany "LIGHT" Summer Youth Program to diverse populations. Conflict resolution skills are a must. Ideal candidate will possess excellent management, communication, organizational and time-management skills.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Work with executive leadership and staff to implement a cohesive and comprehensive 5-week program;
- Match youth to worksites and groups for enrichment sessions;
- Develop and implement planning and project management processes to ensure the effective coordination and integration of the programs and resources;
- Manage day-to-day supervisory support necessary for them to effectively implement learning programs;
- Foster relationships among local schools, universities, businesses and other community youth and education programs to enhance the development of the program;
- Provide support to executive leadership and staff in the areas of planning, management, program execution and communications;
- Collaborate with youth and adult education services management team to ensure the effective coordination of program schedules and related events for youth and families;
- Assist with funds development for educational programs and youth programs;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of occupational conditions, trends and job development;
- Skill in collecting, organizing, analyzing and interpreting data and information related to Employment and Training programs and problems;
- Proficiency in the use of computers for word processing, simple accounting, spreadsheets, ect.
- Must be able to stand for long periods of time;
- Carry a minimum of 30 lbs;
- Engage in labor intensive activities;

- Ability to understand oral and written directions;
- Good judgment;
- Courtesy;
- Tact;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree and one (1) year of experience in family, youth, or community based program implementation; **OR**
- B. Completion of a minimum of sixty (60) semester credit hours in a regionally accredited or New York State registered college or university and three (3) years of experience as described in (A) above; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as described in (A) above.