



Job Title:	Youth Program Director
Reports To:	Senior Program Director
Date:	December 2020

Position Overview:

The Youth Program Director is a full-time, salaried position. Responsibilities fall in the categories of mentoring, academic coaching, and program development. We are seeking an individual to lead effective After-School and Summer Programs for middle and high school students. This position will provide emotional, spiritual and behavioral support to students, while acting as a liaison to the home and school setting.

Essential Job Functions

1. Develop the structure and curriculum for the After-School and Summer Programs for middle and high school students.
2. Lead daily programming, working with interns and volunteers to implement the program in a successful, structured fashion.
3. Build meaningful and positive mentor relationships with students. Regularly spend time with students and their families in the community outside of programming.
4. Engage and disciple neighborhood students through worship, teaching, fellowship and serving. Encourage daily spiritual growth in the lives of students and families. Attend Embrace Youth Group on Wednesday nights.
5. Enforce Common Good's discipline policy. Address and manage discipline issues promptly and serve as key communicator in conveying issues to parents/guardians.
6. Develop objectives and performance measures that address students' educational, emotional, behavioral, and social growth. Conduct assessments in order to monitor students' growth and development.
7. Act as liaison with God's Pantry. Responsible for ordering food and getting all supplies needed for daily meals.
8. Recruit, train and manage youth program volunteers.
9. Cultivate and maintain relationships with partners in the community.
10. Build strong working relationships with school partners to better meet the emotional, behavioral, and academic needs of the students; includes meeting with students' teachers, administrators and other staff on a regular basis.

11. Manage program within the approved budget.
12. Ensure facilities are clean, organized, and conducive to learning.
13. Perform administrative and fundraising duties as needed to help with the general functioning of Common Good in effort to carry out the mission of the organization.
14. Keep office and program hours from 10 AM-6:30 PM Monday-Friday.
15. Outside program hours are required. Attending, planning and organizing evening and weekend activities for students and families. Lead youth trips including a spiritual Youth Retreat in the fall and Aldersgate Camp in the summer.

The ideal candidate will demonstrate the following qualities:

- High moral character and a strong Christian faith.
- An awareness and understanding of the principles of Christian Community Development and a commit to live in one of the neighborhoods served (within in one year of starting the job).
- A strong passion and commitment to mission and outreach in an underserved community.
- Preferred that candidate is bilingual in Spanish, French or Swahili.
- Experience working in an urban setting with students.

Education:

A bachelor's degree is required.

Application Requirements:

- Cover Letter that addresses the following questions:
 - o What is your approach and experience in working with youth?
 - o Why are you interested in this position?
 - o Why do you believe you would be a good candidate for the position of Youth Program Director?
- Resume
- References

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the neighborhood and organization.

Interested individuals can submit their application to brenda@commongoodlex.org by January 3, 2021.