

YWCA MALDEN CENTER FOR WOMEN AND FAMILIES

POSITION AVAILABLE

37.5 hrs a week: Position Director of Teen Services

YWCA Malden is an innovative community-based organization with a mission of Empowering Women and Eliminating Racism. The organization's unique programs are targeted to underserved low-income women, girls, and families of color in the urban community of Malden, Massachusetts.

DESCRIPTION

- Supervise the implementation of grant-funded programming. (State grants, DESE grants and local grants Including reporting, implementation, budget management and fidelity.)
- Identify grant opportunities and apply for those grants on behalf of the YWCA
- Develop partnerships with the school dept., host school sites, police, city officials and other organizations on behalf of youth programs
- Provide program oversight to ensure successful implementation of program
- Provide program oversight to ensure successful implementation of program and monitor that the program is meeting its performance measures, program goals, and stakeholder expectations.
- Provide support to Partner agency staff including the provision of staff trainings.
- To create peer leadership opportunities for youth to educate other youth through creative school and community-based educational programs
- Create opportunities for youth in Leadership Development, Workforce Development, Education
- Hire and oversee staff. (Full-time, part-time and seasonal staff)
- Represent the YWCA on coalition and community boards

The person in this position will serve as a role model for youth and embrace our agency's mission of eliminating racism and empowering women. Will hire and supervise staff that also embraces the agency's mission and philosophy. Director of Teen Services will work to promote the mission in the community and with program participants

RESPONSIBILITIES

- ❖ Work directly with the Executive Director to seek funding and apply for funding to support teen programming.
- ❖ Work with the Executive Director and Teen Staff to implement a variety of programs for teens/youth and children
- ❖ Strong youth development experience and creative program development
- ❖ Coordinate and implement grant focused program as they are outlined
- ❖ Work with teen staff and girls to set up and supervise activities, programs and events for all teen members
- ❖ Serve on committees at the community and regional levels, as time allows

About the Position

The **Director of Teen Services** will report directly to the Executive Director and will work 37.5hrs per week (some weekends or evenings may be required). Hourly Wage: \$20/hour - \$23/hour | Free Parking | Benefits Options

QUALIFICATIONS

Candidate for the position will have a background in youth development and education. Key areas of expertise include community organizing, recruitment and retention of teen participants, program development and implementation. The candidate will be culturally sensitive, with the ability to work with teen from various backgrounds. An enthusiastic self-starter is needed with the ability to work independently and with a variety of other community organization and community members. A degree and/or relevant courses in community organizing, substance abuse prevention strategies, adolescent development, budgetary and program management needed. Drivers license a must.

YWCA Malden is an Equal Opportunity / Affirmative Action/Immigration Reform and Control Act/American with Disabilities Act Employer.