

**YOUTH PROGRAMS DIRECTOR  
SOUTHSIDE COMMUNITY CENTER  
ELMIRA, NEW YORK**

The Southside Community Center, located on Elmira's south side, has served thousands of school aged youth since its creation in 1976. Today, the Center provides supervised after school and summer recreational and enrichment programming, snacks and meals to over 300 elementary and middle school students each year.

The Southside Community Center currently has a full time employment opportunity for a motivated, self-directed and enthusiastic Youth Programs Director. This position works with and functions under the supervision of a governing Board of Directors. The Youth Programs Director is directly responsible for the day to day operations and maintenance of the Center in addition to youth programs development and administration, staff supervision and training, budgeting, expense control, income generation, long range planning and administration of policy and procedures. This position will require the ability to cultivate and maintain various community partnerships, maintain records and provide monthly, quarterly and annual reports to the Board and Center funders.

**Required Knowledge, Skills and Abilities:** Knowledge of the characteristics, needs and interest of youth; working knowledge of the principles of youth development; successful track record of working with youth; working knowledge of community agencies, facilities and services which can be utilized to aid youth; working knowledge of basic public information and relations techniques; ability to organize; ability to communicate clearly and effectively both verbally and in writing; the ability to prepare grant applications; initiative and resourcefulness; tact and understanding; ability to work a flexible work schedule, physical condition commensurate with the demands of the position.

**Typical Work Activities:** (The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed here.)

- Plans, coordinates and oversees the on-going operation of one or more youth services programs;
- Organizes, supervises and evaluates the various youth programs undertaken;
- Works directly with youths and their families and helps identify community agencies and supports that potentially could be of assistance;
- Plans and administers in-service training for staff members;
- Develops and maintains contact with local community groups, schools, churches, etc. to promote the Center and its programs;

- Engages in public information and education efforts including preparation of news releases, establishing contacts with the media, attending meetings, speaking to groups concerning youth issues and interpreting the role of the Center to the community;
- Purchasing of food, program, and building supplies
- Seeks out NEW grant and fundraising opportunities, coordinates, prepares and submits grant applications on behalf of the Center;
- Prepares and maintains a variety of records and reports as they relate to the Center.

**Qualifications and Skills:**

A) Graduation from an accredited college or university with a Bachelor's Degree in Education, Recreation, Human Services, Business Administration or a related field; **or**

B) Graduation from an accredited two (2) year college with an Associate's Degree or sixty (60) semester credit hours in Education, Recreation, Human Services, Business Administration or a related field and two (2) years of supervisory experience in a youth serving agency; **or**

C) A combination of training and experience as stated in (A) and (B)

**Satisfactory completion of a local and national background check**

**Salary Range:** \$38,000 - \$40,000 annually DOQ.

*Southside Community Center is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

PLEASE EMAIL A COVER LETTER AND RESUME TO: [sccdirector215@gmail.com](mailto:sccdirector215@gmail.com) by November 13<sup>th</sup>, 2020.