



JOB DESCRIPTION

POSITION TITLE:	Program Director
FLSA JOB STATUS:	Exempt, Full time
SALARY:	\$70,000 - \$75,000 *signing bonus offered
REPORTS TO:	Executive Director
SUPERVISES:	Case Manager, Culinary Instructor, and Program Manager of Alumni and Employment Services

POSITION SUMMARY: The Program Director is the lead programmatic staff responsible for leading and managing the effective and successful implementation of our youth-serving programs. This team member coordinates with site-specific programmatic and operational staff to ensure quality program implementation and youth interactions. Supervises the youth development team, acts as an instructional model and coach, and holds them accountable for ensuring that our graduates are able to secure desirable jobs as a result of their time with us. This team member is also responsible for managing data collection and sharing efforts with relevant parties. Consistent and accurate modeling of Liberty Kitchen's values are essential to achieving our vision of creating a community where every young person has a chance to succeed.

ESSENTIAL FUNCTIONS:

- Lead and manage the implementation of the Youth Development Program, a 10-week workforce development program open to youth 16-24 years old. Manage all logistics related to the curriculum, which is rolled out for a new cohort every six weeks
- Manage program staff to support efficient program delivery and execution of curriculum by providing coaching and training opportunities to develop staff
- Supervise program curriculum to ensure effective execution
- Develop internal program quality control procedures and processes
- Recruit youth to participate in the program
- Ensure budget and grant deliverables are met
- Serve as instructional lead, modeling excellent classroom management, youth engagement, and content delivery so that all coaches can teach effectively; classes are typically no more than 15 participants at once
- When necessary due to schedule challenges or coach absences, serve as instructor for career development, and life skills
- Ensure continuing improvement of program delivery through staff coaching, coordinating communications, and facilitating Youth Program Quality Intervention assessments
- Manage reporting requirements including but not limited to trainee attendance, resource usage, supply needs, and grant-specific data points
- Manage and oversee the conducting of regular assessments and evaluations of and by young adults to facilitate skill development and program improvement
- Support program evaluation efforts and processes by encouraging and managing a culture of regular data collection and analysis and maintain responsibility for efficient data input and output
- Work with program staff to monitor program Key Performance Indicators
- Provide management and oversight of partner projects as required
- Work with Development staff for effective program marketing and recruitment materials

- Provide data for grant outcomes to Development Director
- Provide coaching and development of direct reports by guiding, directing, and motivating
- Coordinate the work and activities of the program staff
- Ensure the implementation of the Youth Leadership Program, creating a structure wherein alumni can access regular opportunities to learn new skills, be exposed to new career options, connect with their peers, and build leadership skills
- Participate in and/or facilitate case conferencing, leadership, and other program meetings
- Represent our organization and program offerings in public settings and events
- Other duties as required.

REQUIREMENTS:

- Lived experience enabling rapport-building with opportunity youth population preferred
- Bachelor's Degree in social work, human services, education, or related field, or over five years relevant experience required
- Master's Degree in social work, human services, education, or related field preferred
- Significant management experience of diverse teams required, with education and/or hospitality and/or culinary industry experience preferred; demonstrated track record managing teams to produce results
- Three (3) or more years' experience managing communications and relationships with outside partners and vendors
- Five (5) or more years' experience managing staff preferred
- Two (2) or more years' experience facilitating workshops and training for diverse audiences
- Able to manage multiple complex projects and work streams simultaneously, communicating clearly and efficiently with team members across an organization
- Able to learn and use technological tools such as Outlook, Asana, Salesforce, Efforts to Outcomes
- Able to thrive in a dynamic, fast-paced work environment; strong prioritization and time management
- Enthusiastic advocacy for stronger career and life options for our young people
- Knowledge of Positive Youth Development, Youth Program Quality Initiative, Social/Emotional Learning, Restorative Approaches, and Diversity, Equity, & Inclusion frameworks.

SCHEDULE:

- 40 hour workweek, generally from 8:00am until 4:00pm Monday through Friday with exceptions for special events on nights and weekends or deadlines

TRAVEL

- Must have a clear driving record and be able and willing to travel to partner meetings and our various locations

WORKING CONDITIONS

- Primarily works in an office setting, but also may be in restaurant kitchen environment with possibility of exposure to hazardous situations and conditions that produce cuts or minor burns, and can be exposed to hot and cold temperatures, such as working near ovens or freezers.