

**Youth Enrichment Services**  
**Position Title: Program Director**  
**Level: Senior Management**  
**Reports to: Executive Director**

**FLSA Status: Exempt**

Youth Enrichment Services (YES) is a high-impact, innovative, community, and youth-driven organization whose primary mission is to empower youth through mentorship, education, and enrichment. As a 28-year-old agency, we are excited about our organizational history, legacy, and resiliency and are seeking highly qualified, highly motivated individuals to help us chart new territory and fulfill our mission.

As Program Director, one is responsible for overseeing the programmatic functions of YES. The Program Director will provide daily program support and direction and ensure programming aligns with YES' strategic efforts.

The role more specifically requires:

### **Strategic Planning**

- Oversee and support YES' strategic plan implementation and overall program strategy
- Create functional infrastructure, strategies, and specific objectives for sub-program functions
- Coordinate program planning and development with other organizational activities

### **Program Development**

- Design, innovate, and implement restorative practice and workforce/ post-secondary programs, models, curriculum, and structures to support student learners
- Manage and maintain agency's profile of education and mentorship programs
- Connect programmatic efforts to theoretical frameworks and research best practices
- Identify program growth areas and expansion opportunities

### **Financial and Compliance**

- Assist managers in identifying resource needs as per their program budgets
- Assess and evaluate programmatic needs to ensure program objectives (and client needs) are met and align with grant expectations
- Develop case management structures and systems for each program to align with grant metrics and YES data needs
- Oversee and audit case management structures of each program to ensure fidelity and quality

### **Data/ Evaluation**

- Ensure records are maintained, updated, and communicated in an effective reporting structure
- Evaluate program effectiveness and prepare internal reports reflecting overall program health to increase program impact
- Compose program and annual reports according to grant criteria
- Develop program assessments that align with YES and grant-related goals and outcomes and support YES' research priorities
- Identify program dosage and timelines

### **Staff Training and Supervision**

- Facilitate and guide program managers in effective leadership of programs based on YES' mission and priorities as defined in the strategic plan
- Provide professional development and staff training as needs arise
- Conduct meetings with program staff to support program implementation and development
- Oversee job delivery to ensure sound program management and review content and curriculum as necessary
- Provide program supervision and assess and monitor program progress

### **Other**

- Develop relationships and build partnerships with community and professional leaders to promote and enhance agency
- Leverage and cultivate resources to build YES' capacity
- Provide support to YES Board as a liaison
- Support Executive Director in various projects (presentations, workshops, conferences, and grants)
- Summer program development and implementation
- Support the onboarding process of new employees

### **Success Metrics**

- Each program has contributed to YES' sustainability as measured by organizational indicators
- Each program's metrics are aligned with the organizational strategy
- Programs have processes for indicator measurement and review
- Staff professional development is evident in program delivery

### **Skills**

- Technology Proficiency (Microsoft Office and in various software)
- Budget and Accounting knowledge
- Facilitation Skills
- Self-direction
- Collaboration Skills
- Exemplary Writing Skills
- Leadership and Management Skills
- Excellent Communication Skills
- Community Outreach Skills
- Curriculum Development
- Program Assessment

### **Credentials**

- Master's Degrees in Business, Social Work, Organizational Leadership, Management, or Education/ Educational Administration Required
- 3-5 years of supervisory, strategy, management, and program implementation/ development experience
- Experience developing program for youth who experience environmental and social risk factors

- Knowledge of the following program domains: Diversion and Restorative Practices Programming, Academic Preparation Programming, Workforce Development and Post-Secondary Programming, Mentoring and Wellness Programming
- Current Pennsylvania Act 33/34 and FBI Clearances

**Compensation**

- Generous benefits package offered
- Compensation is commensurate with experience

**Application**

Please submit questions and the following information to [dljones@yespgh.org](mailto:dljones@yespgh.org):

- 1) Updated Resume
- 2) 1–2-page, single-spaced letter detailing ability to perform all job duties/ essential functions
- 3) Contact information of three professional references

**Timeline**

Posting will be available until the position is filled.