



JOB TITLE: Director of Community Youth Development

DESCRIPTION: The Director of Community Youth Development is responsible for developing, implementing and monitoring meaningful and engaging mentoring, academic, recreational and character development programs for youth. Additionally, the Program Director must create and facilitate the implementation of the fiscal, administrative and programmatic aspects of the School Based Youth Services Program (SBYSP); including, compliance with state mandated program requirements and the coordination with all partners to support the needs of children attending New Brunswick Public Schools.

Must hold a Bachelor Degree in social work, human relations, urban studies or social sciences with a minimum of three or more years in the oversight of contracts, including subcontracts.

RESPONSIBILITIES:

PLANNING & DEVELOPMENT

- Bringing a sense of vision while developing and achieving goals with stakeholder input.
- Accountable for managing all level of service goals for SBYSP, including the clinical, case management and youth development components, and the Parent/Infant Care Center.
- Working with school and community representatives, identifying the needs of children/youth and responding to those needs by seeking grants and partnerships that offer services.

COORDINATION OF SERVICES & MANGEMENT OF STAFF

- Managing relationships with all school personnel assuring that coordination with all school based services are seamless and that there is a sharing of information that benefits children and youth and the educational system.
- Managing staff recruitment process to assure that all SBYSP personnel are of high quality, diverse and responsive to the needs of youth and their families.
- Managing all administrative duties, such as timely filing of all required reports and maintaining the program's data base to assess data. This includes learning the state's data system.
- Representing the New Brunswick SBYSP at state meetings, establishing a great rapport with the staff of the NJ Office of School Based Youth Services, at the NJ Dept. of Families and Children.

COMMUNITY RELATIONS

- Represent NBT in community settings, with a strong understanding of our purpose, goals and various programs for youth development.
- Manage a strong relationship with New Brunswick Public Schools and other constituents.

TO APPLY: NBT offers a comprehensive benefits package, which includes medical, health and retirement benefits plan. Applicants must submit a cover letter, *resume*, and *references*. All requested items must be submitted for the application to be deemed completed. Incomplete applications will not be reviewed. Please send materials to: **New Brunswick Tomorrow, 390 George Street, New Brunswick, NJ 08901, Attention: Jaymie Santiago, President.** Email preferred; to info@nbtomorrow.org.