

---

<b>Job Title</b>	Director of Summer Youth Employment Program
<b>PVN ID</b>	LA-2305-005632
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Workforce Education Center
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$85,000.00 - \$90,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 11, 2023 (Or Until Filled)

## General Description

---

LaGuardia Community College is seeking a Summer Youth Employment Director for oversight of the Summer Youth Employment Program (SYEP) and its component programs. This position operates beginning in January and continues through September. Additional program activities operate during the remaining months of the year. This is a full-time year-round position. The SYEP is a dynamic and highly engaging hybrid program that offers opportunities for young adults to learn new skills, explore potential careers and earn money during the summer months. The program continues into the school year with funding for the Work, Learn & Grow Program.

Reporting to the Director of Youth Initiatives, the Summer Youth Employment & Youth Workforce Initiatives Director will oversee the day-to-day management of the youth workforce initiatives within the Division of Adult and Continuing Education. The SYEP, Youth Workforce Development Director will lead and coach workforce development staff, responsible for introducing youth ages 14-24 to career pathways and employment opportunities, while strengthening or establishing new workforce development programs for the youth. Additionally, the director will foster strong relationships with a multitude of stakeholders to include external and internal members, collaborate with other divisions and departments within the college, and serve as a national thought leader on youth development and workforce initiatives.

The successful candidate will have experience in overseeing grant-funded youth workforce development programs, grant writing, budget management, and is dedicated to youth and workforce development.

### Duties and Responsibilities:

Work closely with the Director of Youth Initiatives/ Lead Director of the Summer Youth Employment Program and CareerReady to lead and meet strategic youth workforce development initiatives at the College

- Maintain a standard of excellence for all programs, ensuring high-quality implementation and monitoring all program milestones/outcomes
- Recruit, interview, hire, train supervise, and evaluate team members
- Oversee successful program enrollment, ensuring all documentation is current and accurate to funders'

regulations

- Provide oversight on the collection and analysis of program evaluation data, as dictated by the funders
- Maintain relationships with a network of schools, employer partners, community-based organizations, as well as expand and manage external and internal partnerships
- Plan and implement program enrollment & orientation for participants
- Ensure all program documentation is accurately recorded in funder database in an accurate & timely manner
- Develop and manage program and data reports to provide routine updates to leadership
- Work with the Director/Executive Director to monitor program performance and progress via data collection and reporting including making changes for improvement when necessary
- Strong knowledge of data entry in DYCD contracted data systems (YEPS, DYCD Connect) including participant enrollment and attendance and ensure that all program goals and outcome targets are achieved
- Ensure all records including, participant files, and program certifications are up to date and in accordance with organizational and funding source requirements
- Monitor trends, best practices, government actions and legislative pertaining to youth workforce development, career readiness, college attainment, apprenticeship programs, etc.
- Collaborate with the Director/Executive Director and senior leadership to strategize and write grants

## Other Duties

---

- Perform any and all task deemed necessary by the Director

## Qualifications

---

- Master's degree required
- Strong demonstrated experience working with vulnerable youth learners (the economically disadvantaged and/or other high-needs populations) and the ability to actively and effectively engage on a regular basis is required
- Minimum of three-five (5-7) years of relevant supervisory experience
- Strong confident leader and team-builder
- Highly organized, excellent management skills, and strong writing and verbal skills required
- Prior successful experience leading and overseeing DYCD programs and strong skillsets in managing program operations; including development, implementation and evaluation.
- Ability to translate the vision of an operating plan and effectively communicate the details and timeline of establishing benchmarks and goals for accountability.
- Must be self-directed, results oriented, and have proven ability to prioritize and execute deliverables efficiently and timely with minimum supervision.
- Ability to multitask, prioritize and meet deadlines
- Possess strong interpersonal, public speaking and relationship-building skills with the ability to communicate with a variety of stakeholders including program participants, staff, grant-funders and program partners

**Finger printing and background check required within thirty (30) days of acceptance of the**

position.