

**YOUTHBUILD PROGRAM DIRECTOR****Purpose**

To plan, develop and provide oversight of the Youthbuild Program for the City of Greenfield. Responsible for developing strong community support and collaborative partnerships with government and private agencies. Ensure the quality and integration of all components of the program including the educational and job training elements. Ensures that the City is in compliance with the mandated terms established in the federal grant. Provides supervision for educational, counseling, and construction program staff and provides leadership opportunities for program participants thorough the Youth Advisory Council. Identifies additional funding sources to continue and enhance the overall program mission. Ensures that the program is meeting the expectations and needs of the local community.

**Specific Duties**

- Plan, coordinate and oversee all components of the program. Monitor daily functioning of operations. Review attendance and payroll records.
- Manage enforcement of the contract between Youthbuild and the program participants, making decisions on disciplinary actions, counseling and other interventions.
- Establish the Youth Advisory Council. Attend and direct all YAC meetings and activities to ensure leadership opportunities are provided.
- Build and maintain working relationships with community organizations, and city and county agencies.
- Recruit, hire, and supervise program staff.
- Maintain grant budget.
- Develop and maintain working relationship with the national Youthbuild office and insure that reports and requests for information are provided in accordance with the terms of the grant.
- Report to City officials the activities and accomplishments achieved by the program participants.
- Ensure that leadership and development programs goals are being met.

**Qualifications**

- Masters degree in counseling, education, human services or other related field.
- Five years progressive experience in working in youth services.
- Experience in negotiating and working with community organizations and government agencies.
- Strong management and supervisory skills.

**License:**

Must possess a valid California class C driver's license and have a satisfactory driving record.