

Assistant Director of Programs and Services

SCOPE OF POSITION:

The Assistant Director of Programs and Services is a full-time, exempt position responsible for the planning and implementation of youth programs and services of Time Out Youth Center. The position reports to the Director of Programs and Services.

Case Management

- Provide case management services to youth, including: financial assistance, employment, and healthy relationships
- Provide supportive counseling and crisis intervention & prevention to Center youth and families
- Assess and staff all new youth entering Time Out Youth Center
- Maintain documentation and manage data for agency youth and youth in case management

Programming

- Manage and run specialized discussion groups for youth as appropriate, including but not limited to: Groups supporting Queer People of Color, Trans and Non-binary, and Healthy Relationship discussion groups
- Manage and track pantry, shower, laundry service and emergency financial assistance programs
- Manage Time Out Youth Center Tonda Taylor College Scholarship Program
- Assist with the development of center programming
- Manage and develop satellite groups

Volunteer

- Recruit, train, and supervise youth and Center's volunteers for Drop-In Space, discussion groups, specialty groups, and special events.
- Plan and implement new volunteer orientation and continuing education programs for volunteers

Administration

- Update resources on the Center's web page
- Assist with grant writing and reporting
- Review and implement agency policies and procedures
- Provide reporting on, Emergency Financial Assistance, and case management services to the Director of Youth Programs and Services
- Assume other responsibilities as assigned

Training

- Provide professional development training to community agencies that work with LGBTQ youth
- Provide consultations to other youth serving agencies that are working with LGBTQ clients

REQUIRED QUALIFICATIONS:

- Bachelor's Degree or relevant experience. Master's in Social Work, Counseling or related fields preferred
- Two (2) years' experience working with diverse youth in a non-profit setting
- Experience with program planning and evaluation
- Deep understanding and knowledge of LGBTQ youth issues
- Demonstrated experience working with and supervising volunteers
- Excellent verbal and written communication skills
- Energetic self-starter, active problem solver, and team player

- Strong ethical values and commitment to confidentiality
- Commitment to the mission and programs of Time Out Youth Center

COMPENSATION: Salary: \$35,000 – 40,000 (based on experience) Benefits: Professional development funds, paid clinical supervision, mileage reimbursement, retirement, health insurance (starting January 2018) Details: 40 hours per week, flexible schedule including evening and weekend hours

TO APPLY: Please submit a resume and a cover letter detailing your unique qualifications and interest in the position by email to Rodney Tucker, Executive Director:

Email: RTucker@timeoutyouth.org

Time Out Youth Center is an equal opportunity employer and does not discriminate on the basis of sexual orientation, gender identity or expression, race, color, religion, age, marital status, disability, personal appearance, family responsibility, or political affiliation. Women, trans-identified individuals, veterans, and people of color are encouraged to apply.

Deadline for Application Submission: August 18, 2017

Start date: September 2017