

Job Description

YouthBuild Long Island is a comprehensive youth and community development program that is dedicated to changing the path of Long Island's youth by simultaneously addressing the core issues facing low-income communities: housing, education, employment, crime prevention, and leadership development. At YouthBuild, low-income, out of school youth ages 18-24 work towards their TASC (Test Assessing Secondary Completion) while learning hands on job skills through various vocational career tracks. Additionally, youth work on building their leadership skills through leadership training, program decision making and involvement in community issues.

JOB TITLE: Associate Director for YouthBuild Brentwood/Central Islip

REPORTS TO: Director of YouthBuild Long Island

Position Summary:

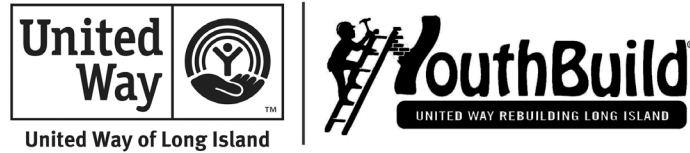
The Associate Director of YouthBuild Long Island is responsible for supporting the Director in managing the daily program operations including oversight of participants, recruitment, scheduling, and oversight of the educational program for YouthBuild Brentwood/Central Islip.

Responsibilities:

1. Manage daily program internal operations and program components including the integration of education, vocation, leadership development, case management and recruitment/retention services in the absence of the Program Director.
2. Assist in the recruitment process for new students in communities where YouthBuild operates. Lead information sessions, collaborate with community organizations and program partners.
3. Assist in the oversight of students' applications, records and files ensuring all required documents are present.
4. Co-Facilitate the Policy and Alumni Committees.
5. Build and maintain working relations with community organizations, partners and program providers.
6. Assist in coordination of TASC testing for eligible students.
7. Assist in the development of learning contracts/individualized learning lesson plans for each student, and assess academic progress by reviewing and updating plans regularly.
8. Provide back-up support in all administrative duties.
9. Assist with coordination of special projects, events and activities as required.
10. Perform other task as requested.

Qualifications:

- Bachelor's degree in education, counseling, human services or related field required. Master's degree preferred.



- At least 3 years' management/supervisory experience in Human Services or community setting working with at-risk youth.
- Must have a valid NYS driver's license with a clean driving record and own a vehicle.

Skills:

- Excellent team leadership skills.
- Excellent public speaking, listening and communication skills.
- Demonstrated skill in non-profit and program development.
- Strong commitment to the goals and mission of the YouthBuild program.
- Ability to work sensitively and effectively with multiracial and multicultural groups.
- Excellent communication skills and interpersonal skills.
- Demonstrate an ability to supervise staff.
- Bilingual skills: English/Spanish.

This is a full-time regular non-exempt position with benefits. Hours are Monday-Friday 9:00am-5:00pm and some evenings and weekend hours may be required for YouthBuild and United Way related functions.

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The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of the organization at the sole discretion of management.

How to apply: Send your cover letter, resume and salary expectations via email to Jenette Adams jadams@unitedwayli.org