

<b>Job Title</b>	<b>Program Director – Community Youth Development (Galveston, TX)</b>
<b>Employer/ Agency</b>	The Children’s Center Inc.
<b>Job Description</b>	<ul style="list-style-type: none"> <li>▪ Provides leadership in developing, implementing, and coordinating all aspects which assist The Children’s Center and the CYDP Collaborative Committee to meet the needs of various components of all programs</li> <li>▪ Participates in the selection, supervision and evaluation of staff to ensure the achievements of stated goals and programs</li> <li>▪ Provides input and monitors the expenditures of all monies disbursed within the programs</li> <li>▪ Consults and collaborates with other personnel in gathering and giving information on a program to assist the students to be successful</li> <li>▪ Oversees the total programmatic and fiscal matters of all programs</li> <li>▪ Orients newly assigned staff members and assists in their development</li> <li>▪ Assists in devising, maintaining, and implementing appropriate records that ensure the goals of CYDP proposals, student needs and achievement are met</li> <li>▪ Counsels with students, parents and other persons who need orientation on the proposal goals</li> <li>▪ Assists in meeting with individual parents and community groups to disseminate information about the Community Youth Development Program</li> <li>▪ Serves as a liaison between the CYDP Collaborative Committee, community, parents, students and other populations</li> <li>▪ Supervises the maintenance of all required records and reports</li> <li>▪ Trains and assists youth in leadership development, which includes basic life skill, self- esteem building and conflict resolution</li> <li>▪ Provides progress reports (quarterly and annual)</li> <li>▪ Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Children’s Center, Inc. and or the Community Youth Development Collaborative Committee.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Candidate must have a degree in Social Work, Human Relations, or a Social Science.</li> <li>• Proficient in MS Office, Excel and software and, to develop spreadsheets</li> <li>• Knowledge of accounting principles and practices</li> <li>• Must demonstrate good written and verbal communication skills</li> <li>• Must have good interpersonal and organizational skills.</li> <li>• Minimum of three or more years in administration and oversight of contracts, including subcontracts</li> <li>• Experience in managing programs, contracts, and supervisory</li> </ul>

	<p>experience can be substituted for each year of education requirement</p> <ul style="list-style-type: none"> <li>• Community based program experience preferred</li> <li>• Experience in working with parents, students, teachers, and other staff in a culturally diverse community preferred</li> <li>• Ability to establish good working relationship with all agencies involved in the Community Youth Development Program</li> </ul>
<b>Salary/Hours</b>	Salary negotiable/ 40 hours/week
<b>Employer/Agency</b>	The Children's Center Inc.
<b>Address</b>	P.O. Box 2600
<b>City, State, Zip</b>	Galveston, TX, 77553
<b>Contact Person</b>	Fred Sussmann, MD
<b>Contact Title</b>	Director of Standards, Evaluation & Training
<b>Telephone Number</b>	409-765-5212
<b>Fax Number</b>	409-765-6094
<b>Email Address</b>	<a href="mailto:fsussmann@tcc1878.org">fsussmann@tcc1878.org</a>
<b>Application Method</b>	e-mail
<b>Opening Date</b>	7/30/2015

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