



## Erie Regional Housing Development Corporation - The Belle Center

### Job Description

**Title:** Youth Program Director

**Department:** Administrative

**Reports To:** Executive Director

**Hours:** 40 hours per week/flexible to program needs

#### **GENERAL FUNCTION:**

Under the direction of the Executive Director, the Youth Program Director is responsible for the administration and direction of the After-School Program and Summer Day Camp Departments. Youth Advantage Program Director is responsible for the implementation of all policies, planning, developing, coordinating and managing of the Youth Advantage Program.

#### **QUALIFICATIONS:**

1. Bachelor's Degree (*Master's degree preferred*) in Child Development, Elementary Education, Administration or related field with demonstrated equivalent work experience. or an Associate's Degree in Child Development, Elementary Education with 2 years demonstrated equivalent work experience, or New York State Children's Program Administrator credential or School Age Child Care Credential 2 years demonstrated equivalent work experience.
2. The incumbent must have the ability with successful experience in organizing; planning, promoting and directing school age child-care and urban Summer Camping for youth.
3. Prior to employment the incumbent must successfully complete Child Abuse Prevention Training, Finger printing, Drug and Alcohol Testing, Police Background Check and Medical Clearance by a Physician, CPR/Standard First Aid/ Playground Safety training and School Age Certification.
4. Must possess effective oral and written communication skills with the ability to make independent decisions that adhere to the purpose, mission and goals of The Belle Center. This position requires excellent human relations skills and the ability to work effectively with diverse groups of people.
5. Must have a valid driver's license-*subject to DMV check* and reliable transportation.

#### **JOB SEGMENTS:**

1. Prepares the annual income and expense budget for the Child Care and Camping Departments. Administers the budget and Exercises necessary controls to assure operations are carried out and a balanced fiscal operation exists.
2. Plans, Promotes and Directs all day-to-day operations of Out of School Program notifying the school of any problems, issues and concerns in a timely fashion.
3. Develops the schedule for childcare. Cooperates with other staff to develop a balanced and smooth operating schedule.

#### **THE BELLE CENTER-ERIE REGIONAL HOUSING DEVELOPMENT CORPORATION**

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4. Tracks student enrollment and attendance and provides the necessary information to the school on at least a monthly basis.
5. Structures and facilitates meaningful communication between the school staff and the Out of School Program School Program. Provide regularly scheduled meetings between the staff of partnering agencies and school principal and other appropriate personnel. Attends school staff meetings as invited by the school principal.
6. Ensures that there is staff onsite during program hours trained in first aid, CPR and Medical emergencies.
7. Provides the Office of Child and Family Services with all appropriate and requested financial information and reports in a timely fashion.
8. Maintains a safe and efficient environment for all programs. Develop protocol for emergency notification of parents and/or guardians.
9. Recruits, Hires, Trains, Supervises and Evaluates program staff in cooperation with the school and with the advice and consent of the Principal.
10. Serves as staff liaison to the Program Committee.
11. Assures that all department staff have appropriate training and certifications to meet guidelines established by The Belle Center and appropriate authorities.
12. Assures program is in compliance with all local and state procedures and regulations.
13. Carries Out all Associations plans and policies.
14. Works cooperatively with the research and evaluation component of the Out of School Program.
15. Implements The Belle Center survey collection procedures ensuring the collection of critical customer feedback.
16. Serves as a member of the total staff team in the operation of The Belle Center.
17. Participates accordingly in such projects as staff training, meetings, product groups, task forces, etc.
18. Carries Out other tasks as assigned by Executive Director.

**EFFECT ON END RESULTS:**

1. A broad based and varied program for all age categories with a growing constituency.
2. The development and maintenance of a good staff team.
3. Maintenance of safe, clean and attractive areas where Out of School Program are operated.
4. The sound administration of all areas of responsibility evident in a purposeful and well-coordinated program, good community relations, and sound financial and record systems for all aspects of the operation.

**Competitive salary and benefits:**

Competitive compensation, with benefits package. Full time salary commensurate with experience.

**Application:**

Employment applications can be found on The Belle Center website at [www.thebellecenter.org](http://www.thebellecenter.org). Applications will be accepted until the position is filled. Please submit application, a cover letter and resume to:

Attn.: Human Resources  
Erie Regional Housing Development Corp. - The Belle Center  
104 Maryland Street  
Buffalo, NY 14201

Or via email: [hr@thebellecenter.org](mailto:hr@thebellecenter.org)

**Erie Regional Housing Development Corp. - The Belle Center is an Equal Opportunity Employer.**

**Public housing and low income residents are encouraged to apply.**

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