

## Job Description | Youth Jobs Partnership Program Director

Scranton Rd. Ministries Community Development Corporation is a faith-based and vision-driven organization that has served over 19,000 people across Cleveland since 2002. Operating within a community that suffers from widespread poverty, high unemployment and low graduation rates, our vision is ***to help revitalize Cleveland, one life at a time.***

We actively contribute to the social, spiritual, physical and economic revitalization of our community by providing our neighbors with Job Training, Academic Enrichment Programming, Legal Education services, Digital Literacy & Access, Youth Development, College & Career Planning Services, and Leadership Training.

**Youth Jobs Partnership (YJP)** is a workforce development initiative that provides youth, ages 15-19, with best-practice, relevant, and highly collaborative job training. Participants acquire valuable job skills, learn personal finance, and have access to a strong job network upon completion of the program.

### Job Description

The primary **responsibilities** of the **Youth Jobs Partnership (YJP) Program Director** include:

1. **To oversee the design, development and successful implementation of the Youth Jobs Partnership Program.** Working collaboratively with program & organizational staff and community partners, to direct a workforce development initiative that provides young adults, ages 15-19, with comprehensive job-training.
2. To work effectively with a diverse population of local students, providing them with access to appropriate career pathways and education advancement opportunities, work experiences, supportive services, career counseling and classroom training; all focused on placing youth into sustainable employment pathways and/or training that will lead to employment.
3. To direct the ongoing development of best-practice training curriculum and experiences that incorporate evidence-based content that is culturally competent, aligned with local workforce needs, community responsive, and complementary to school partners' academic metrics.
4. Supervising and supporting YJP staff members. This includes but is not limited to scheduling, professional development, a performance reviews, and conducting staff meetings, etc.
5. To assist in recruiting student participants and engaging them with employability workshops; while also coordinating guest speakers and community workforce exposure opportunities. To maintain a strong working relationship with local schools, businesses, community partners; while also growing the employer network.
6. To oversee the maintenance of student folders and progressive work samples to monitor the development and progress of each student. To work with staff to complete periodic reviews of student and program performance.
7. To communicate positively and effectively with parents, youth, colleagues and program partners; while maintaining confidentiality regarding all facets of YJP and student information. To additionally maintain a good relationship with program stakeholders, while demonstrating character in upholding the integrity of the organization and program. To participate in regular Team meetings and submit periodic reports, as needed.
8. Maintain current, accurate and detailed data including but not limited to program related demographics, participation rates, graduation rates & test scores.

## Qualifications

A successful candidate will possess a Bachelor's degree (preferably a Master's Degree in a related field) and a minimum 3 years of experience in job-training and/or youth programming, and will possess the following qualifications:

- A strong desire and proven ability to work with High School and college-age youth in a supportive and enriching environment. (Previous experience within local school districts is desired).
- Excellent organizational, project management and interpersonal skills, with a commitment to excellence.
- A demonstrated ability to build and manage relationships across multiple levels (including participants, instructors, coaches & corporate partners) and to inspire the team to produce superior results.
- Experience in vocational training and/or college & career counseling- and an ability to train youth in these skills utilizing relevant and engaging methods. A connection to an established network of potential employers (providing relevant job opportunities) is highly desired.
- An entrepreneurial ability to help grow the program scope and employer network.
- An effective communicator and team leader, who is responsible, creative, caring, flexible and energetic.
- A demonstrated ability to thrive in a team-based and culturally dynamic setting, and experience with low-income and first generation youth and adults.

Must have strong interpersonal skills, a demonstrated sensitivity individuals' needs, and a commitment to productivity, integrity and resourcefulness. A background check will be conducted for this position.

**Time Commitment:** Full-time  
**Compensation:** Competitive, commensurate with experience.  
Includes a Full Benefits Package (Medical, Dental, Vision, HSA, and 401K with match)

Interested and qualified candidates may apply by submitting a resume and cover letter to:

**Scranton Rd. Ministries C.D.C.**  
Attn: Christopher Whitmore  
3095 Scranton Rd.  
Cleveland, OH 44113