



## Leadership, Education and Athletics in Partnership (LEAP)

### JOB DESCRIPTION: DIRECTOR OF CHILDREN'S PROGRAMMING

#### Description of the Organization:

For 30 years, LEAP has worked with children, teenagers, and young adults in New Haven, Connecticut in some of the lowest income urban neighborhoods in America. As the largest youth agency in our city, we provide academic support, social enrichment, and leadership development, but we do so in a unique way. We give older students (ages 16-24) the training, education, and resources they need to work as counselors to our younger students (ages 7-15). In doing so, we go beyond impacting individual lives through education and employment. We build a community with power and purpose.

#### General Purpose:

**Position Summary:** The Director of Children's Programming is responsible for the development and management of the goals, objectives, and staff responsible for LEAP's programming for children ages 7 to 12. This is a full-time, exempt (salaried) position. This is a highly visible position requiring effective interaction and communication with a wide range of internal staff and outside entities.

#### Important and essential duties:

- Directly supervises 7 Site Coordinators and 1 Deputy Director of Children's Program. Supports their professional development and training. Manages their accountability, evaluation, and professional growth.
- Leads the Children's Program Team to develop and implement after school and summer programming at community and school-based sites.
- Coordinates with the Director of Programs to develop and implement a comprehensive and sustainable strategy for recruiting and placing children into LEAP site-based programs.
- Facilitates a mutually beneficial relationship between Site Coordinators and staff from other departments including but not limited to Youth Development staff.
- Nurtures positive relationships with school administrators and school staff.
- Establishes trust and accountability systems with Site Coordinators and teachers who share classrooms with LEAP.
- Facilitates regular communication with teachers and school staff to promote child progress.
- Develops and maintains partner relationships with other organizations serving children and youth.
- Regularly assesses and reports on program accomplishments and activities.
- Maintains supplies and materials for the Children's Program.
- Participates actively in cross-departmental teams and in other projects as needed and/or assigned.

**Principal Working Relationships:** Receives general direction, coaching, and performance evaluation from the Director of Programs. Works in partnership with other staff members including those working in Youth Development, (Fund) Development & Communications, and Curriculum & Training.

**Knowledge:**

- Knowledge of community-based education as well as child and youth development.
- Knowledge of college readiness and academic success needs for teenagers and young adults.
- A commitment to mentorship and developing talent.
- Ability to establish work priorities, meet deadlines, and remain flexible.

**Qualifications:**

- Management experience supervising people and teams.
- Driver's License, and the ability and willingness to drive.
- Minimum of a Bachelor's Degree from an accredited institution of higher education.
- Experience working in nonprofit organizations, specifically youth development organizations, preferred.
- Knowledge of best practices in after school and summer programs for children in high poverty neighborhoods.
- Strong organizational skills including experience building, managing, and documenting systems.
- Knowledge of evaluation planning, data collection, synthesis, analysis, and reporting.
- Experienced user of technology including Microsoft Word, Excel, and PowerPoint. Experience with Salesforce preferred.
- Demonstrated tact and discretion in preparation and handling of sensitive information.
- Demonstrated ability to manage time effectively, establish work priorities, meet deadlines, and remain flexible.
- Demonstrated excellent verbal and written communication skills.
- Demonstrated experience working successfully in teams and independently.

**Salary:**

Commensurate with experience (\$60k - \$67k). Excellent benefits, including a generous vacation package, health plan, life insurance, and the option to enroll in an employee paid dental plan and 403(b) retirement plan.

**To Apply:**

If you are interested in this position, please visit our Career Center and apply here:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=da2d7053-  
eaa5-49ac-85b3-  
14537c0b8847&cclId=19000101\\_000001&lang=en\\_US&selectedMenuKey=CareerCenter](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=da2d7053-<br/>eaa5-49ac-85b3-<br/>14537c0b8847&cclId=19000101_000001&lang=en_US&selectedMenuKey=CareerCenter)

**Note:**

This position is currently based out of the LEAP office in New Haven, CT.

Additional information about the organization is available via [www.leapforkids.org](http://www.leapforkids.org).

*~LEAP is an equal opportunity and affirmative action employer~*