



Leadership, Education and Athletics in Partnership (LEAP)

JOB DESCRIPTION: DEPUTY DIRECTOR OF PROGRAMS

Description of the Organization:

For almost 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 free 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.

Position Summary:

The Deputy Director of Programs supports the management and implementation of the Programs Department, which is composed of the Children's Program, Youth Development Program, and Aquatics Program. The Deputy Director of Programs is responsible for a range of program support responsibilities, including assisting with management of programming, grant reporting, record keeping, staff professional development and accountability as well as ordering and distributing of educational materials and supplies. This is both an internal and external facing position requiring effective interaction and communication with a wide range of LEAP staff, outside partners, as well as parents and families of LEAP participants.

Distinguishing characteristics, features, and requirements:

This is a full-time, exempt (salaried) position with excellent growth and leadership opportunities, that requires an efficient individual who works well with young professionals and students and has a strong understanding of community and social dynamics. This is a highly visible position requiring effective interaction and communication with a wide range of internal staff and outside partner organizations, community leaders, educational institutions, and vendors.

Essential Duties:

- Nurtures and maintains relationships with community organizations, the Board of Education, city staff, and others to ensure that LEAP creates an environment where rich resources are available to young people.
- Assists with ensuring that LEAP's assessment goals are met in each program department.
- Assists the DP with the planning of program activities, including but not limited to camping, contracted resource providers, sports, outdoors activities, and arts initiatives.
- Manages data collection and reporting.
- Helps facilitate and analyze debriefings and surveys of programs staff after each component (three times a year).
- Manages program related projects as delegated by the DP.
- Participation in projects in support of broader LEAP goals as designated by the DP.
- Troubleshoot on-site issues involving community partners with site coordinators.
- When required, takes on additional responsibilities to support LEAP's children and youth programming.
- Supports the professional development of Programs staff.
- Identifies, supports, and engages community leaders and community-based resources to

- create effective collaborations.
- Supports the implementation and completion of LEAP's program assessments and surveys.

Principal Working Relationships:

The Deputy Director is a unique position in that it is an extension and amplification of the Director of Programs (DP) position. The Deputy Director's roles and responsibilities are directly tied to the roles and responsibilities of the DP and the DP is the primary working relationship of the Deputy Director requiring a highly positive and productive relationship between the two. Success in this role will be measured by the success and overall effectiveness of the entire program team which includes Curriculum and Training Department, LEAP Computer Learning Center (LCLC), Leaders in Training (LIT) Program, and Aquatics Team.

Qualifications:

- Bachelor's degree from an accredited institution of higher education is required.
- Must have a license and reliable transportation.
- Knowledge of community-based education as well as child and youth development
- Cultural competency-based experience working in African American and Latino communities.
- Ability to organize and maintain digital records and filing systems for collecting and reporting data.
- Strong knowledge and use of computer software applications, including Microsoft Office, Google Suite, Zoom, file sharing, databases, and research tools.
- Excellent verbal and written communication skills
- Strong time management skills.

Special Requirements: Flexibility to work some evenings and weekends.

Salary: \$55k – \$60k

To Apply: If you are interested in this position, please send a letter of interest and your resume to this link:

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.

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