Q House Deputy Director Position

LEAP’s mission is to develop the strengths and talents of young leaders who implement year-round community and school-based programming designed to achieve positive academic and social outcomes for children living in high poverty urban neighborhoods.

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Q-House Deputy Director</th>
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<tbody>
<tr>
<td>Employment Status:</td>
<td>☒ Full-Time □ Part-Time □ Temporary □ Intern</td>
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<tr>
<td>FLSA Classification:</td>
<td>☒ Exempt □ Nonexempt</td>
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<tr>
<td>Reports to:</td>
<td>Chief of Staff</td>
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About the Role:
LEAP and the Q House: LEAP was chosen by the City of New Haven and the Q House Advisory Board and contracted by the City of New Haven to play two roles: (1) to manage programming spaces including the gym, teaching kitchen, teen lounge, art studio, dance studio, weight room, game room, meeting rooms, recording studio and outdoor plaza; and (2) to coordinate activities done jointly with the other Q House partners (library, senior center, and health clinic) and other important allies (community groups, local schools, etc.).

Position Summary:
The Deputy Director of Q House Programs is a management level position, responsible for implementing LEAP’s work at the Q House, including assisting with community relations, staff oversight, program contractor assistance, partner coordination and youth and adult program implementation. The Deputy Director of Q House Programs also serves to assist the liaison to the Q House Advisory Board.

Essential Functions:

**OPERATIONS**

- Work with LEAP programming staff to assist in designing, supporting, and improving program activities
- Assist in community outreach to community partners (including individuals and local organizations) with calendar management, constant contact, fliers, and emails.
- Implement and maintain policies for use of the Q House by community members and organizations
- Assist with coordination of security maintenance contractors
- Work with the LEAP development office to support fundraising goals and meet reporting requirements
- Represent the Q House and LEAP to community members, partners, and press
- Assist in reporting for the Q House liaison

Creating a New Haven for Our Children
Leadership, Education, and Athletics in Partnership, Inc. (LEAP)
31 Jefferson Street • New Haven, CT 06511 • Phone: 203.773.0770 • Fax: 203.773.1695
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MANAGEMENT

- Support the Chief of Staff in hiring, supervising, and training Q House staff
- Supervise programming, including both LEAP’s core youth after school and summer camps as well as overseeing new initiatives for children, teens, adults and senior citizens
- Support the Chief of Staff in identifying resources, assisting with onboarding and training of staff and any new providers

Qualifications:
- Bachelor’s degree from an accredited institution of higher learning required
- Three years or more experience as a supervisor in youth development, an educational institution, community center management, or a related field preferred
- Demonstrated knowledge of child and youth development strongly preferred
- Direct experience working with a diverse set of families, children, and adults in a community-based programs setting
- A demonstrated commitment to mentorship and developing talent
- Demonstrated community building and experience working successfully, competently, and respectfully with multiple partners
- Strong time management skills
- Ability to establish work priorities, meet deadlines, and remain flexible
- Ability to work independently and as part of a team
- Excellent verbal and written communication skills
- Cultural Competency based in 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 of computer software systems
- Experience working with media and press to speak to community needs and program opportunities

Compensation:
Full-time salaried compensation is commensurate with experience. LEAP offers excellent benefits, including health, dental, vision, and retirement matching coverage, along with generous vacations. LEAP provides a progressive work environment with significant opportunities for professional development and advancement.

To apply, please send a resume and a letter of interest to:
jobs@leapforkids.org with title of position in subject line
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LEAP is an equal opportunity and affirmative action employer.