



Helping Courageous Moms Lift Their Children Out of Homelessness

Director of Youth Services  
(Full-time/35 hours/week, exempt)

### **POSITION SUMMARY:**

Brookview is seeking a highly organized and dedicated individual with a demonstrated commitment to racial and social justice to fill the position of Director of Youth Services. This position oversees the operation of youth development programs; takes the lead role in program planning and development. Responsible for the development and management of internal and external programs and relationships. Supervises and train program staff to ensure effective delivery of services. This position reports to the Chief Operating Officer.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop, maintain, and supervise youth development programs consistent with Brookview's mission and philosophy.
- Ensure that youth serving programs are meeting or exceeding performance outcomes identified in grants and contracts.
- Ensure the collection of data.
- Responsible for the recruitment, supervision, training and development of youth program staff and volunteers.
- Participate in case conferences, multidisciplinary, and various other meetings as needed to ensure quality services.
- Create a workplace environment that fosters staff growth, development, and overall wellbeing.
- Ensure effective communication processes between program staff, families, school systems and all other involved service providers and funders.
- Ensure that the program curricula meet the educational and behavioral needs of the youth and ensure the implementation of the approved curricula.
- Establish and maintain effective relationships and/or collaborations with Boston Public Schools and all other relevant agencies (i.e. DCF, DYS) and service providers
- Participate in budget development and ensure that the program operates with the Board approved budget.
- Analyze and prepare data in a timely manner for reports and reporting purposes.
- Participate in program evaluations and continuous improvement activities
- Ensure program meet all applicable regulations and laws
- Other duties as assigned

### **QUALIFICATIONS:**

- Bachelor's degree in education or related field required

Updated: January 2023

- At least 5 years of experience working in a youth serving organization, commitment to and passion for youth experiencing homelessness or at risk of homelessness.
- At least 3 years of supervisory experience
- Must be familiar with Boston Public School and the Department of Early Education and Care (EEC) including guidelines and regulations, as well as community resources
- Coordinate care, delegate tasks, provide referrals and problem solve as needed
- Demonstrate an ability to utilize continuous improvement techniques and quality research methods to optimize overall program operation
- Must meet all qualifications as required by Department of Early Education and Care (EEC)
- Strong commitment to Diversity, Equity, and Inclusion
- Must be highly organized, flexible, and resourceful
- Work efficiently and effectively individually and as part of a team
- Ability to motivate others
- Must demonstrate excellent public relations and conflict resolution skills
- Must have excellent oral and written presentation skills
- Must have a valid driver's license and access to a vehicle

Brookview, Inc. is an equal opportunity employer