



Director of Adolescent Programs JOB DESCRIPTION

Position: Director of Adolescent Programs

Reports to: Chief Program & Policy Officer

Salary: \$75-80K based on experience

Supervises: *Reproductive Health Manager*, College Access Specialist, College Retention Specialist, Adolescent Program Manager

Key Collaborators: Directors & Program Managers, Database & Evaluation Coordinator, Grant Partners

About RHI: Red Hook Initiative (RHI) is a community-based nonprofit working to improve the lives of the more than 6,500 residents of Red Hook Houses, Brooklyn's largest public housing complex. RHI believes that the social change to overcome systemic inequities begins with empowered youth, and that change in communities should come from within. In partnership with community adults, we nurture young people in Red Hook to be inspired, resilient, and healthy, and to envision themselves as co-creators of their lives, community, and society.

Youth development, community building, and community hiring are at the core of the approach to strengthening Red Hook's future. RHI's model gives young people and residents the tools, resources, and opportunities they need to interrupt the systems and barriers that perpetuate historic inequities for the community. Residents lead the way toward a more equitable, hopeful future.

Over their 19-year history, RHI's model and dedicated team have been nationally recognized for their innovative, place-based approach to social change. RHI's programs include:

Youth Development: RHI engages over 450 adolescents each year, from middle school through young adulthood, endeavoring to interrupt cycles of injustice and to build hope.

Building Community: Works with Red Hook youth and adults to organize, exercise leadership to drive positive change for the community, and increase social cohesion to build a more resilient neighborhood.

Investing in Residents: RHI hires locally and invests in residents who will improve their lives and the community in which they live. More than \$1.5M was earned in the last year by people from Red Hook.

Red Hook Farms: A youth-centered urban agriculture and food justice program operating one of Brooklyn's original and largest farms. Red Hook Farms cultivates affordable, fresh produce and provides STEM and nutrition education, leadership development, and employment opportunities for local youth and residents.

For more information on Red Hook Initiative, please visit rhicenter.org.

Summary and Description: The Program Director supports RHI's youth development pipeline for our adolescent programs (6th – 12th grade) to achieve their goals within the areas of education, employment, health, and personal development. The Program Director will maintain a bird's eye view overseeing RHI's school-aged programs and services with a clear focus on retention, graduation, and matriculation for all participants in order to have a successful transition to college and/or to employment pathways. The Program Director supports RHI's education pipeline for our adolescent programs (6th – 12th grade) & college scholars (18-24) creating a comprehensive, integrated pipeline of education and post-secondary readiness support. The Program Director oversees RHI's adolescent education programs and services with a clear focus on retention, graduation, matriculation, for all participants in order to have a successful transition to college and employment pathways. The program director will develop and lead youth programs with a strengths-based perspective.

Responsibilities: The responsibilities of the Program Director include but are not limited to:

Youth Development and Program Management

- Oversee & strengthen effective development and implementation of comprehensive adolescent programming grades 6th - 12th at RHI. (Academic, Employment & Leadership Programs)
- Develop, implement and manage effective internal operational systems for programs. Including leading program observations, program strategy & program evaluation
- Coordinate with external partners to connect youth with leadership opportunities
- Work with the Sr. Director of Programs to develop program plans, schedules, and activities in support of meeting existing and developing internal/external goals/contractual obligations.
- Oversee contract compliance and grant obligations across Middle School and High School programs including, but not limited to DYCD SONYC and Compass Explore programs.
- Co-design program initiatives with RHI's Leadership Team, and coordinate with peers on participant referrals.
- Manage program budget decisions and approve program expenditures to ensure the team's fiscal responsibility.

College Pipeline Development and Implementation

- Oversee & Lead the adolescent team to provide structured academic support & programming across middle school, high school & Older Youth education programs
- Develop and maintain relationships with CUNY and SUNY admissions officers and EOP program directors
- Oversee & support program plans, workshops, events and trips that will support, inspire, and inform youth about the skills needed to pursue a successful academic path from middle school to college and/or the workforce. This includes, high school applications, high school retention, higher education and other opportunities (trips, panels, and college tours/ fairs).
- Collaborate with external partners to build connections between Colleges/Universities and Opportunity Programs to support student matriculation
- Coordinate resources to support students and parents with forms and policies relevant to academic success: financial aid process, scholarships, educational advocacy, academic transitions and more.
- Manage College Retention Specialist to support 100 College Scholars to graduate college in 6 years

Supervision and Coaching

- Recruit, hire and onboard new program staff members in keeping with the RHI model, including creating learning opportunities for RHI Fellows
- Oversee program operations and lead staff in monthly and long-term program planning.
- Supervise Program Team to ensure that program and youth goals are met
- Plan and lead program team weekly meetings.
- Participate in program team meetings, case conferences and work with the teams as needed to reach overall RHI goals.
- Work with the Director of HR to Identify & connect staff training needs.
- Provide leadership in therapeutic crisis intervention, conflict resolution and crisis management.
- Evaluate short-term and intermediate program outcomes, with support from the Database & Evaluation Coordinator.

External Relations

- Contribute to grant writing and reporting process as they relate to program development and management
- Act as a liaison between local schools, partner agencies, students, parents and RHI.
- Present programmatic elements of RHI in a compelling manner to prospective funders and other supporters, including leading site visits and training RHI Youth Leaders to support site visits and development activities
- Work with external partners to harness program resources and opportunities for RHI youth and the larger Red Hook community
- Develop strategies to engage young people and organizations from Red Hook in the programs and services offered by RHI

- Connect and collaborate with outside organizations to integrate programs and opportunities around peer education, employment, and enrichment to the youth program.
- Assist in developing strategies to engage young people and organizations from Red Hook in the programs and services offered by RHI.
- Oversee meaningful volunteer engagement in Adolescent Program

Skills, Knowledge and Abilities:

- Must be enthusiastic about community-based work and youth development.
- Ability to build rapport with RHI youth and ensure connection to appropriate resources and hold them accountable to RHI's participant expectations, policies and procedures.
- Excellent verbal and written communication skills (e.g. must be able to keep up with a high volume of email)
- Detail-oriented with proven ability to keep accurate records (e.g. must be able to ensure accurate database entry for the School-Aged Program).
- Knowledge of alternative post-secondary pathways and excited about an integrated approach to post-secondary preparation.
- Knowledge of New York City public education system and local and citywide resources for social services.
- Detailed-oriented with a strong ability to keep accurate records and statistics.
- Ability to work independently and maintain confidentiality.
- Willingness to collaborate on projects and work with a dynamic team with changing needs.

Education and Qualifications:

- Bachelor's required
 - Early childhood education preferred
- Must have 2+ years staff management & supervisory experience.
- 2-3 years of experience working in youth development with students living in under-resourced communities.
- Demonstrated experience facilitating, developing and implementing youth program curriculum.
- Red Hook resident, preferred.
- NYS SACC (School Aged Child Care) License preferred
- English/Spanish, Bilingual preferred.

To Apply: To apply, please send resume, cover letter and salary requirements to apply@rhicenter.org with "Director of Adolescent Programs" in the subject line.