Position: Director of Youth Services

Position Type: Full time, Exempt

Pay Range: $60,000 to $69,000 annually, based on qualifications and experience

Benefits include: PTO, Health Insurance, Dental Insurance, Life Insurance, Short term disability, Long term disability, and 403 (b) retirement plan.

Reports To: Vice President of Programs & Community Engagement

General Description:

The Director of Youth Programs is responsible for all programs and operations of Rainbow Alley, the Youth Program of The Center on Colfax. This position supervises the program employees, including social work interns and volunteers. This position requires skills and knowledge in managing staff and volunteers, grant management, program evaluation, research, public policy, advocacy, and training. This position also requires experience with middle school aged, high school aged, and post high school aged youth dealing with issues such as suicide, safe sex, homelessness, juvenile justice, drug/alcohol abuse, and family conflict. This position requires exceptional communication skills and works closely with all Center staff including Senior Management. This position reports to the Vice President of Programs & Community Engagement.

Duties and Responsibilities:

Specific duties include, but are not limited, to the following. Other duties as assigned

Supervision of Staff:

- Program Employees (Coordinator of Youth Services, Manager of Young Adult Program, 3 Youth Interns)
- Student Interns (BSW or MSW, Foundation or Concentration year)
- Volunteers (both adult and youth)

Grant Administration, Program Evaluation, Data Collection:

- Responsible for management of grants which includes implementation and evaluation of programs and services, data collection including fulfilling reporting and tracking requirements, and generating deliverables for grant invoicing.
- Evaluate programs and conduct annual youth risk behavior survey.
- Complete various monthly reports and annual program plans
Fundraising and Budget Management: Work with Grant Writer and Development Director to help identify new funding sources. Work with Rainbow Alley staff and youth to identify funding needs and priorities.

Organize and facilitate all program events including but not limited to Queer Prom, Youth Alley at PrideFest, Summer Academy and Holigay.

Manage Rainbow Alley annual budget.

Communication/Marketing:

- Provide Rainbow Alley content for program newsletters, website, board reports and other collateral material.
- Create monthly calendar of program events for parent/guardian, school and community distribution.

Management:

- Oversee all program support groups and remain informed of any interventions required.
- Guide the formation and facilitation of youth programming including Rainbow Alley, Young Adult Programming, and other youth related programs, services, and events.
- Interview, select and ensure appropriate supervision and evaluation of internship students including Task Supervision and On-Site Field Instruction
- Responsible for all youth programming during regular open hours for Rainbow Alley and sponsored events

Training/Community Involvement:
  - Develop and sustain ongoing relationships with schools and other youth serving organizations to maintain youth engagement, program referrals, outreach, and educational opportunities.
  - Oversee and/or participate in all relevant outreach events.
  - Provide LGBTQ youth trainings to youth serving professionals and organizations as requested.
  - Participate on various coalitions and committees relevant to the LGBTQ community.

Qualifications:

- Minimum three years professional experience supervising staff.
- Minimum three years professional experience working with youth.
- Experience working with youth in a community setting.
- Professional, non-profit experience and willingness to work as part of a collaborative team.
- Professional experience with the LGBTQ community preferred
- Master’s degree in Social Work or related field preferred
- Proficient with Microsoft Office Suite and/or ability to learn new computer skills as needed.
- Experience with database/data platforms. Salesforce preferred
- Passing a criminal history background check.
- Fully vaccinated against COVID-19 and required to provide valid proof of vaccination. Reasonable accommodation available.
Working Conditions:

- Responsible for the safety and security of both the physical plant and online platforms
- Work in hybrid, physical and virtual, environment as necessary
- Evening and weekend work required.
- Work in a youth drop-in center.
- Work in a loud, fast paced and continually evolving youth environment.
- May work in outside areas.
- Occasional lifting to 35 lbs. Reasonable accommodation available.
- Frequent giving, receiving, and analyzing of information.
- Frequent talking, writing, walking, standing, bending, and stooping.
- Frequent use of computers, standard office equipment and Microsoft office suite and Salesforce
- May involve some travel in and around the Denver Metro Area
- Expected to work extended hours as needed.
- Must be available to work PrideFest on the fourth weekend every June.

Disclaimer:

This is not necessarily an exhaustive list of all responsibilities, duties, requirements or working conditions. While this is intended to be an accurate reflection of the current position, leadership reserves the right to revise the job or to require additional or different tasks be performed as assigned. Additional duties as assigned.

How to Apply: Please send a cover letter, summarizing your skill sets and desire to work at the Center along with your resume to nzanoni@lgbtqcolorado.org

Closing Date: January 28, 2022

For information on The Center on Colfax, visit our website at www.lgbtqcolorado.org.

The Center on Colfax is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law. The Center that believes in developing and supporting a diverse workforce.