



## **Job Description**

**Job Title:** Community Services Director (Full Time, Exempt)

**Reports to:** Associate Executive Director

**Job Category:** Director

Plan, direct and manage the activities of one or more programs for the organization. May be responsible for developing new programs and services, overseeing program implementation, training staff and volunteers, establishing and managing partnerships with public and private organizations, measuring and monitoring program success, building organizational capacity to deliver programs, reporting on program outcomes, fundraising and budgeting. Supervises more than five staff positions.

**Hiring Range:** \$47,500 - \$58,000/year

### **Job Summary:**

Responsibilities include oversight and management for various CAPTAIN CHS programs and services.

### **Duties and Responsibilities:**

- Provide program oversight and direction for assigned CAPTAIN CHS services and programs, to include staffing, reporting, volunteer management, crisis management and incident review, and analysis of program outcomes and service delivery.
- Provide supervisory oversight of Program Managers and management of employees.
- Serve as member of the agency senior administrative team.
- Work with Senior Team Members to create program policy and direction
- Work with Finance Director and Executive staff to prepare and monitor program budgets
- Apply for, monitor and prepare reports for program grants
- Ensure agency compliance with and reporting for program contracts
- Represent the agency at various community functions and stakeholder meetings and conduct Community Outreach on behalf of agency and programs.
- Assist with agency fundraising and development activities

### **Telecommuting and Remote Work:**

- A few functions of this position can be accomplished while working from home, however most involve direct contact with the clientele, community partners, supervised employees and volunteers. In addition, this position is a part of a team that provides office coverage for the Clifton Park office, during normal business hours and will need to be in office for those assignments.

### **Skills Required:**

- Ability to multi-task and provide professional supervision during crisis situations.

- Ability to think “outside the box” and problem solve issues to resolution.
- Ability to be self-starter and critical thinker that requires limited supervision.
- Strong work ethic.
- Strong computer skills
- Ability to be flexible with working early or late as needed.
- Strong verbal and non-verbal communicator.
- Effective supervision and leadership skills.

**Qualifications:**

- Minimum Bachelor’s degree from an accredited college or university with five years of experience in the field of human services.
- At least three years of direct supervisory experience
- Experience managing one or more human service programs
- Excellent organizational and interpersonal skills, flexibility and initiative.

**Employer Disclaimer:**

- Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their direct supervisor.
- This job description does not create an employment contract, implied or other than an “at will” employment relationship.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Direct Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_