



Job Description

Job Title: Runaway and Homeless Program Director (Full Time, Exempt)

Program: RHY

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: \$45,000 - \$55,000/year

Job Summary:

Responsible for the direct oversight and successful implementation of all runaway and homeless youth (RHY) programs including the RHY Shelter, Street Outreach Program and Supportive Housing for Homeless Youth (SHHY). Ensure that all programs are operating at capacity through outreach, grant management, staff recruitment, development and retention, fundraising and direct oversight.

Duties and Responsibilities:

- Direct supervision of program managers to include the Street Outreach Manager, Shelter Operations Manager, Shelter Case Manager and SHHY Manager. Supervision includes regular coaching meetings, trouble shooting, addressing performance issues, training and conducting performance appraisals. All activities must be properly documented.
- Participate in hiring, orientation, training and supervision of all staff associated with RHY programs.
- Actively participate in budget development and budget management for all RHY programs.
- Write grants to support program implementation.
- In coordination with the Development Team, actively fundraise to support program implementation.
- Manage all grants related to RHY programs to include meeting all grant obligations and reporting.
- Provide extensive community outreach to promote and gain/maintain support for RHY programs.
- Act as the CAPTAIN CHS liaison for all RHY programs at the local, regional, State and Federal levels.
- Follow all CAPTAIN CHS policies and ensure that staff does the same.
- Participate as a member of the CAPTAIN CHS Senior team.

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.
- Computer skills and ability to perform office tasks with Windows platform; to include Word, Excel, PowerPoint and Outlook.
- Ability to be flexible with working early or late as needed.
- Proven written and verbal communication skills.
- Strong and effective supervision and leadership skills.

Qualifications:

- Bachelor's degree from an accredited college or university with three years experience in the field of human services. At least one year of supervisory experience within the human services field.
- Experience working with youth is strongly preferred.
- The RHY Director must possess a valid NYS Drivers License and provide evidence of appropriate insurance coverage.
- 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.

Please send cover letter and resume to Andy@captaincares.org. No phone calls, please.

Updated 11/2016