

SENIOR PROGRAM DIRECTOR

The Yonkers Community Action Program is a vital community resource for the City of Yonkers in Westchester County, N.Y. Our mission is to reduce poverty in the Yonkers community by providing programs and services that encourage financial independence, academic performance, insure proper sustenance and provide healthy recreational activities. We believe here at YCAP that we positively influence the Yonkers Community and its citizens. By helping others we are a meaningful component to the surrounding community.

The Senior Program Director will be responsible for the oversight and implementation of the various programs provided by the Yonkers Community Action Program. The programs offered by the organization are: a food pantry, an after-school program, teen outreach program, family support program and case management services. The selected individual will also monitor several sub-contracts that the agency has with other community partners. Reporting directly to the executive director, the Senior Program Director serves as the chief program officer for the organization and is a member of the organization's management team. The selected individual will be someone who has direct supervisory experience, program development and evaluation experience, an understanding of youth development and experience working in communities of color. Responsibilities for the position include but are not limited to:

- Supervision of program offerings and staff;
- Monitor compliance and meet reporting requirements of program funders;
- Evaluation of programs and their operations;
- Provide support and supervision to program staff to insure successful implementation of programs;
- Develop initiatives for new programs;
- Hire program staff and evaluate performance of staff;
- Represent the agency and the executive director at community meetings, conferences, etc. at the discretion of the executive director;
- Provide leadership and guidance for program staff and
- Any other duties required for the efficient operation of the organization.

Qualifications:

Bachelors degree required, master's degree preferred; with at least 5 years of supervisory and program development experience. Knowledge of youth development programming a must. Ability to work with a diverse staff is a must as is the ability to be flexible and at times direct. Knowledge of budgets, program reporting and government funding a plus. Excellent verbal and written communication skills are required. Bi-lingual a plus. To apply please send resume and cover letter as well as salary requirements to damyn@yonkerscap.org or fax to 914-423-5938. The Yonkers Community Action Program is an equal opportunity employer.