



**COMMUNITY CONNECTION
 DIRECTOR
 JOB REVISED & RE-OPENED
 7.8.2021**

Department: Community Connection	Job title: Community Connection Director
Type of position: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Contractor <input type="checkbox"/> Intern 	Hours: 8:00-5:00 M-F, with flexibility for program needs <ul style="list-style-type: none"> <input type="checkbox"/> Executive / Administrative <input checked="" type="checkbox"/> Programmatic <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
Reports to: President/CEO	Supervises: YWTeen Group Leaders, Volunteers

General Description: Oversees curriculum, markets program to schools, schedules groups, and ensures quality groups and programming for the YWTeen Program by successfully recruiting, training, and supervising staff; ensures curricula and meeting sites are available for weekly programs; maintains accurate and timely records of program activities, outputs and outcomes; conducts groups and ensures groups meet program goals and the mission of the YWCA.

Responsibilities:

- Provide key input & assistance to the President/CEO, Program/Event Committee, and the Board.
- Collaborates with Development Coordinator.
- Meet YWTeen program goals, output and outcome expectations within given budget, funding requirements and timelines.
- Market and interface with relevant community organizations for target population, i.e., local agencies, schools, etc.
- Successfully recruit, train, and supervise staff & volunteers to ensure quality program curricula and meeting sites.
- Complete monthly demographics, output and outcomes statistical records.
- Incorporate a flexible schedule of meetings to accommodate the needs of customers.
- Facilitate and conduct YWTeen weekly groups in a variety of settings, utilizing assigned curriculum materials to meet program goals.
- Maintain communication with school principals and community collaborators.
- Maintain volunteer pool to deliver and enhance program and special events.
- Plan, organize, manage, implement, and market special events (i.e., Racial Justice Forum, Week Without Violence, Reading Rally, Equal Pay Day) that empower youth, women, and families.
- Represent the YWCA at in-person and virtual community activities, events, fairs, conferences, etc.
- Maintain proper attitude towards safety and ensure that all operations are performed in accordance with the standards.
- Assist with other assignments as required by supervisor.

Qualifications:

Required:

- Two years of program management and presentation experience.
- Two years' experience in collaborative programs or initiatives.
- One year supervisory experience.
- One year demonstrated successful youth group work, presentation skills.
- Excellent verbal, written, presentation and social media communication skills.
- Computer expertise in Microsoft Office, Zoom, Facebook, and other social media.
- Must be able to pass a criminal history check done for criminal indictment involving an offense against a person, an offense against the family, or an offense involving public indecency under Texas Penal Code as amended or an offense under Chapter 281 Texas Health and Safety Code.
- CPR/First Aid/AED certification, or ability to attain within three (3) months of employment.
- Must be able to use own personal vehicle, have a valid Texas Driver's license, have a good driving record, and be 25 years or older for YWCA insurance compliance and carry the minimum state liability insurance.
- Ability to walk, bend, stoop, twist at the waist, reach, climb stairs, and lift a minimum of 30 pounds.

Preferred:

- Bilingual (Spanish/English)
- 2 years youth group work experience

Education:

Required:

- Bachelor's degree in Social Work, Psychology or related field;
- 4 years of relevant and progressively responsible program design, implementation, management, supervision of group programming.

Preferred:

- 6 or more semester college hours of management.

To apply, submit application, resume and 2 Letters of Reference from past supervisors to:

YWCA Administrative Office
4601 Corona Drive
Corpus Christi, TX 78411
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