Indiana Youth Group Job Posting

Job Title: Director of Youth Services

Starting Salary Range: $60,000 to $68,000.00 per year

FLSA Status: Exempt (Salaried)

Level: Leadership/Management

Hours: Full time

Position Summary:
This person is responsible for implementing the programs and services provided at IYG to lesbian, gay, bisexual, transgender, queer, and questioning youth and their families, along with establishing and maintaining positive relationships with IYG staff, other social service agencies and the community while working in conjunction with all other team members and leaders. This person leads direct service staff, internal training efforts, budget and grant management, program implementation, and volunteer services while meeting all planned goals.

Essential Responsibilities:

- Oversees the planning, coordination, and facilitation of all youth programs for IYG including virtual IYG and Project Prism. Is ultimately responsible for the success of these programs.
- Oversees program design for specific program-focused grants
- Ensures all areas of responsibility stay within budget compliance
- Completes all necessary steps and meet all deadlines for grants and gets information to grant reporting staff
- Maintains scheduling of staff to necessary levels and communicates the information to them
- Ensures the Activity Center is maintained, safe, and welcoming by overseeing staff members to coordinate these aspects
- Completes some of the training and supervision of department employees
- Works until closing with staff members at least 1-2 time per month
- Collaborates with HR to design training plans. Ensures such training meets the needs of the department and the new hire
- Provides outreach and information to other youth professionals about IYG and LGBTQ+ youth and their family issues
- Oversees general educational outreach in the community
- Provides information and referral services to IYG youth in need of resources
- Oversees youth intakes and the staff members who assess youth’s needs individually
- Facilitates team departmental meetings
- Audits the services offered to ensure effectiveness
- Provides reports to IYG leaders and staff on the youth we are serving
- Develops and strengthens ties with other community social services
- Is part of the site leadership team and coordinates with other leaders about possible changes affecting the organization before making them.
- Other responsibilities and projects as assigned

Reporting Structure: The person reports directly to the CEO.

Position Requirements:

- Minimum of a bachelor’s degree from an accredited university in education, social work, psychology, sociology, child development or a related field (Social Work degree preferred)
• Master’s degree in Social Work is preferred
• Three or more years of experience working with youth and/or young adults individually or in groups
• Two or more years of experience implementing various programs
• Experience in a non-profit environment preferred
• Two or more years of experience managing staff at a manager or director level
• Some knowledge of local resources for youth and adults
• Experience working with LGBTQ youth preferred.
• Knowledge of the needs of lesbian, gay, bisexual, transgender, queer and questioning youth
• Experience with Microsoft Suite including Excel and Word
• Strong skills in planning, delegation, critical thinking, follow-up and organization
• Able to hold people accountable for their responsibilities
• Must have proof of your Covid-19 Vaccination and pass all background screenings.

**If you meet the above qualifications, please turn in a resume to Rann DeStefano and indicate the job you are applying for at the time.**