

# **Indiana Youth Group**

## **Job Description**

**Job Title: Director of Youth Services**

**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 other social service agencies and the community while working in conjunction with all other team members and leaders. This person handles direct service, budget and grant management, program implementation, and employee management while meeting all planned goals of the youth services department.

### **Essential Responsibilities:**

- Oversees the planning, coordination, and facilitation of all youth programs for IYG including virtual IYG and expansion of services into new locations.
- Is ultimately responsible for the success of these programs.
- Leads development of programs design
- Ensures all areas of responsibility stay within budget compliance
- Completes all necessary steps and meet all deadlines for grants
- 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.
- Trains and oversees supervision of department's employees. Works with HR to coordinate 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 provision of information and referral services to youth in need of resources
- Oversees youth intakes and the staff members who assess youth's needs individually
- Facilitates team departmental meetings
- Develops and strengthens ties with other community social services agencies
- Other responsibilities and projects as assigned
- Is part of the site leadership team and coordinates with those members about possible changes.

**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 programs
- Experience in a non-profit environment preferred
- Two or more years of experience managing staff at a manager or director level
- Knowledge of local resources for youth and adults
- Cultural competency and 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

*Indiana Youth Group is an Equal Opportunity Employer*