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## Job Description

### Description:

The **YWCA White Plains & Central Westchester** is seeking a **Program Director** for our **Court Programs**. The Program Director will be responsible for all aspects of the program including overall administration and program development. He/she will administer the delivery of services by effective use of staff, financial resources and volunteers; develop program policies and procedures, insure that our program meets requirements of relevant governmental agencies; attend meetings and submit reports as required.

### Key Responsibilities:

- Provides overall leadership to staff in meeting program objectives and serves as positive role model to staff and members.
- Develops, prepares, and justifies a budget for areas of responsibility. Controls and accounts for the expenditure of funds in accordance with the approved budget.
- Responsible for facility fees collected for special recreation events.
- Performs or assists subordinates in performing duties, adjusts errors and complaints, and maintains harmony among workers
- Effectively promotes and represents the **YWCA** in the community.
- Responds to public inquiries about the program made by telephone, correspondence, or during public meetings.
- Coordinates, schedules, and maintains related records and statistics for programs and personnel.
- Assists with the development of reports, budget, proposals, manuals, and other documentation, with oversight from the Supervisor.
- Regularly meets with Supervisor for in-service and coordination of services.
- Maintains compliance with applicable laws, regulations, and standards of certifying agencies.
- Seeks and coordinates additional sources of funding and support.
- Evaluates and verifies employee performance through the review of completed work assignments and work techniques.
- Identifies staff development and training needs and ensures that training is obtained

### Education:

Master's degree in *family services, social work, or related field*. (Preferred)

### Experience:

Three years proven experience in related field or an equivalent combination of education and experience preferred. Knowledge and experience in domestic violence, substance abuse and/or mental illness. Excellent written and verbal communication and time management skills. Spanish speaking a plus. Experience working with children is a plus. Must be a self-starter and motivated worker.

### Knowledge/Skills/Abilities:

- Ability to plan, organize, and supervise the operation, and maintenance of program activities.
- Ability to schedule work projects.
- Ability to maintain site inventories and records.

- Ability to prepare reports and recommendations.
- Ability to conduct conferences with community leaders and speak effectively before groups.
- Ability to evaluate and implement changes in programs.
- Ability to organize, evaluate, and present information effectively, both orally and in writing.
- Ability to maintain favorable public relations.
- Excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general-public.

The YWCA of White Plains and Central Westchester is a dynamic organization whose mission is to eliminate racism and empower women. Each week over 4,000 women, children and their families are served through our child care, nursery school, after-school, and summer camp, athletic and mission-based programs. In addition, the YWCA provides homes for 193 low-income women at our Residence.

**The YWCA is an AA/Equal Opportunity Employer**

Job Type: Full-time

Pay: \$50,000.00 - \$60,000.00 per year