



C H A R T E R S C H O O L

YouthBuild Philadelphia Charter School
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Job Title: Senior Program Director – Skill Development

Full-Time

Reports To: Executive Director

Supervisory Responsibilities: Yes

YouthBuild Philadelphia Charter School

Location: [Philadelphia, Pennsylvania](#)

Mission

YouthBuild Philadelphia Charter School's mission is to empower young adults (18-20 year-olds) to develop skills and connect to opportunities by fostering an environment of love, support, and respect for their whole person. Students graduate high school and successfully transition to college and career as critically conscious leaders, committed to positive change for themselves and their communities.

Vision

YouthBuild Philadelphia Charter School provides an outstanding alternative education that activates the capacity of all students to learn, achieve and grow. YBPCS will be recognized as a model of authentic experiential learning, not only among programs serving out-of-school youth, but also among all high-achieving schools and youth programs in the country.

High expectations, a nurturing climate, personalized culture and rigorous real world learning experiences ensures that graduates are poised for life-long learning and career advancement. It is our vision that YouthBuild graduates will emerge as highly accomplished, self-sufficient, self-aware and socially conscious citizens. Graduates will be energized about their futures and build support networks for their personal, social and emotional health and well-being.

YouthBuild Philadelphia Charter School will maximize its capacity to engage each student's passion, tap into his or her individual potential and provide him or her with real opportunities for personal and professional transformation.

Values

YBPCS' values are deeply held and come from a love of humanity and a perspective that views each student as a community asset. The programs three core values - **respect, excellence and perseverance** – are reinforced through all aspects of the program.

Impact Statement

Young people in Philadelphia who are disconnected will build skills and access resources and opportunities to achieve *economic stability* and *personal development*, and become *critically conscious* leaders within their communities.

Job Summary

Provide leadership for the overall direction and evolution of YouthBuild Philadelphia programming model and organization. Oversee program leadership, operations, supervision, and professional development toward reaching priority program outcomes and living our core values. Contribute leadership to the Senior Management Team and overall organizational management, budget, human resources and programming decisions. Model exceptional leadership with all staff, students, alumni, and partners. Supervise Director of Curriculum & Instruction, Director of Workforce Development, and Director of College & Career Partnerships.

Responsibilities and Duties:

Program Leadership

- Provide program leadership to translate the school's mission and values to program design decisions and program implementation with staff, students, alumni and partners.
- Ensure that all program staff understand and commit to a student-centered culture which reflects our core values – respect – excellence – and perseverance.
- Practice and model fair process for communicating proactive and timely management decisions about programming with staff, students, alumni and partners.
- Lead skill development efforts to integrate instructional priorities across classroom and career development training tracks. Ensure that evolution of academic and career competencies aligns with feedback from employer and postsecondary partners.

- Lead and support the development of external partnerships that represent quality opportunities for young leaders and reflect workforce development trends.
- Support evolution of professional skills, literacy, and social-emotional skills priorities across a comprehensive two-year continuum of programming.
- Collaborate effectively and proactively with Senior Management Team members, program director of leadership and support, directors, staff and partners to further build and maintain effectively functioning teams engaged toward school goals.
- Demonstrate deep commitment to school mission and values by showing up as a leader in community spaces with students, alumni, staff members, Board, and partner organizations.
- Support the implementation of restorative practices and contribute to positive school climate and culture as a proactive and consistently positive presence on school climate and culture team.
- Guide the planning for effective professional development and ongoing learning of all program staff.
- Coordinate with the Board of Trustees and the Program Committee of the Board
- Represent the school at public meetings and events and positively contribute to relationships with existing and emerging partners and funders.
- Reflect school-wide commitment to developing critical consciousness with young leaders via deep consideration of social identities and racial literacy priorities.

Program Operations:

- Ensure that the school runs smoothly on a daily basis from an administrative standpoint
- Use data to drive decisions, and encourage staff to use data to drive decisions and monitor and improve student performance
- Oversee the operating budget for programming; review and approve programming expenditures
- Ensure organizational compliance with relevant governmental and grant-funder regulations
- Manage recruitment, employment and termination of personnel in compliance with applicable employment laws, utilizing best practices

Program Supervision:

- Effectively supervise and professionally-develop department heads: Director of Curriculum and Instruction, Director of Workforce Development; and Director of College & Career Partnerships

Qualifications:

- Master's degree or equivalent experience, and at least three-to-five years of supervisory experience in non-profit environment.
- Ability to motivate staff through effective leadership, mentoring, coaching, development and evaluation.
- Demonstrated commitment to youth development, education, career development and advancement.
- Strong communication skills, both written and oral
- Ability to think strategically, analyze critically and put ideas and insights into action through well-planned programs.
- Demonstrated project management ability.
- Strong organizational skills
- Detail-oriented project completion skills

Common Competencies

- Mission driven to work with YB's student body
- Intermediate to advanced Microsoft Office skills
- Advanced Google Suite skills
- Demonstrated commitment to social justice
- Demonstrated values that align to restorative practices
- Willingness to prioritize data collection, analysis, and sharing
- Willingness to reflect on impact data and incorporate that information into routine decision-making
- Leadership, Management and Supervision Experience, Passion, and Ability

Clearance Requirements

- FBI - Criminal History Report
- PATCH - Pennsylvania Police Department - Criminal Background Check (and/or applicable based on State of residency)
- PA Child Abuse History Clearance
- TB Test Results
- Act 24 - Arrest Conviction Form
- NSOPW - National Sex Offender Clearance

How to apply: Send your cover letter, resume and salary expectations via email to Human Resources at careers@youthbuildphilly.org with subject line "Senior Program Director – Skill Development."

This job description in no way states or implies that these are the only duties to be performed by this employee.

All qualified candidates will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, medical condition, veteran status or any other basis as protected by federal, state, or local law.