



Job Description

Position: Site Director- Learn & Earn Program (In School Youth Program)
Reports to: High School Program Director
Location: Brooklyn, New York
Hours: Full Time

Brooklyn Community Services is one of Brooklyn's first and largest non-sectarian social services agencies. BCS, which presently serves more than 10,000 individuals annually, is committed to a broad and diverse range of services including education and childcare; services to strengthen families; and services to foster self-sufficiency for adults.

Funded through the federal Workforce Innovation & Opportunity Act (WIOA), the In-School Youth (ISY) program provides year-round services to high school juniors and seniors who meet certain [eligibility requirements](#). ISY programs help participants graduate from high school, pursue college education, and develop career goals. Services include: Guidance and Counseling, Paid Internship Opportunities, Tutoring, College Preparation and Out-of-City College Trips, Project-Based Leadership Activities, Sports, Arts, Technology, and Recreation Activities, Individualized Service Strategies (ISS) and Career Planning Assistance. All In-School Youth program participants are guaranteed a paid work experience over the summer.

Responsibilities:

- Director is responsible for full compliance and accountability of program.
- Oversees day-to-day operations of contract including staff supervision and communication with Principals.
- Recruit & retain 33 juniors and 33 seniors into program; provide follow-up services to graduated participants.
- Directs, coordinates, and monitors implementation of all youth services related to the WIOA Learn & Earn program.
- With the support of Case Manager/Support staff, the Program Director provides case management and one-on-one counseling to all participants.
- Provide creative and engaging workshops, including life skills, job readiness, resume writing, ect.
- Create and maintain relationships with employers for purposes of work experience, career exploration, and summer job placement.
- Manages the WIOA Learn & Earn budget.
- Reviews, approves, and certifies youth intake applications.
- Monitors youth participant files for accuracy and data validation.
- Maintains relationships with community partners to provide additional resources and support for youth in the program.
- Utilizes evaluation tools to gather data and measure program's outcomes.
- Corresponds with DYCD funders and attends Program Coordinator meetings.
- Adhere to the Non-discrimination and Equal Opportunity provisions for Workforce Innovation and Opportunity Act (WIOA) (29 CFR Part 38).

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- Attend all required meetings/trainings regarding EO-WIOA.
- Review agency's written policies to make sure policies are nondiscriminatory.
- Comply with Section 188/Americans with Disability Act and Section 504.
- Act as the liaison to DYCD/ACCES-VR.
- Orientate staff/participants/linkages/partnerships/employers on the Non-discrimination and Equal Opportunity provisions for WIOA, which include, but are not limited, to the following:
 - Reasonable Accommodations Policies and Procedures
 - Grievance Policies and Procedures
 - Discrimination Complaint Policies and Procedures
- Complete and submit all required documents in a professional & timely manner, which include, but are not limited to the following:
 - Training Tracking form
 - WIOA Interagency Release of Information Form (if applicable)
 - Discrimination Complaint Log to be submitted to DYCD quarterly
 - Issue, review and obtain signature on the Notice of Rights Acknowledgment Bulletin (NORAB) for staff/participants/linkages/partnerships/employers; maintaining NORAB with original signature on file.
- Share ACCES-VR User Friendly Guide with all participants/employees.
- Prominently post all required postings.
- Publicize the contact information for designated EO/ACCES-VR liaison, staff who handles complaints and staff who has access to confidential files.
- Ensure that DYCD has accurate and up to date information in a timely manner.
- Conduct outreach and education about equal opportunity and nondiscrimination requirements consistent with 29 CFR 38.40 and how an individual may file a complaint consistent with 29 CFR 38.69;
- Ensure that the DYCD approved LEP Plan/Babel Notice is shared with participants & employees
- Oversee the implementation of the LEP Plan.
- Willingness to perform all duties remotely as well as in person as assigned

Qualifications Required:

- Bachelor's degree required, Master's preferred; Experience and demonstrated skill in working with youth required.
- Strong supervisory skills, case management and job development experience.
- Excellent organizational, written, and communication skills.
- Must have a commitment to work from a strength-based and/or youth development perspective.
- Willingness to be creative and work as an integral part of a team.

How to apply:

[Click here to apply to the Program Director role](#)

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