



## Job Description

**Position:** Program Site Director  
**Department:** WIOA Learn & Earn Program  
**Reports to:** Division Director  
**Hours:** High School Program Director

Founded in 1866, Brooklyn Community Services (BCS) empowers children and families to reach their full potential, strengthen families, and foster self-sufficiency in adults. With programs in 40 locations, BCS serves more than 20,000 individuals a year.

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

The Site Director should have proven ability to manage a professional staff and interact with the community. S/he must be a hands-on strategic thinker, a planner and problem solver, prepared to lead and direct staff through change and program development. Excellent communication skills are critical. The Site Director must be comfortable communicating with the people who receive services and their families, and equally comfortable in training staff, presenting before elected officials, public agency administrators and members of the community.

### 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, etc.

**EQUAL OPPORTUNITY EMPLOYER**



- 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).
- 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.

## **EQUAL OPPORTUNITY EMPLOYER**



**Qualifications Requirements:**

- 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.

**Contact:**

[Click here to apply to the Learn and Earn Site Director role](#)