

Mount Ararat Community Activity Center

Job Announcement

Position: Youth Director

Classification: Full-time / Exempt

To apply: Send resume' and cover letter to: MACAC 745 N. Negley Avenue Pittsburgh, PA 15206 or email to info@macac-inc.org. No phone calls please.

JOB RESPONSIBILITIES

- Plan and implement program activities and routines for youth and mentoring programs both on and off site.
- Manage the daily activities of program staff in multiple locations.
- Coordinate activities of mentors and mentees including training, support and supervision
- Recruit mentees and mentors for both middle & high school programs
- Communicate with program stakeholders including but not limited to school personnel, partner agencies, etc.
- Obtain required documentation for mentors & mentees
- Provide direct oversight pertinent to program goals including developing curriculum, writing lesson plans and facilitating instruction
- Communicate with parents regarding their student's progress, activities, incidents, concerns, etc
- Travel between multiple program sites
- Participate in community partner meetings
- Complete monthly reports for funders & stakeholders as requested
- Other duties as assigned

QUALIFICATIONS

- Prefer Bachelor's degree in education, child development, special education, secondary education, or the human services field (or) combination of experience and education will be considered.
- Previous experience working with school age children
- Child Abuse, Criminal, FBI & NSOR Clearances
- Two letters of reference
- Valid driver's license

COMPENSATION/BENEFITS:

- Salary range: \$50K - \$60K annually (Based on education and experience)
- Medical, Dental, Vision, Life, Short & Long Term Disability (Full time only)