

Youth Center Director

The Factory Ministries

Job Title: Youth Center Director
Reports to: Senior Director of Programs
Classification: Fulltime
Salary Range: Category 2
Schedule: Flexible

Overview of The Factory Ministries

The Factory Ministries is a Christian social service agency that is committed to serving individuals facing poverty within the Eastern Lancaster County area. The Factory exists to empower people, connect resources, and build community. To The Factory, everyone's journey matters!

Job Overview

The Factory Youth Center Director strives to provide a safe place for teens to connect with one another, connect teenagers with support from safe adult staff, and give teenagers resources that empower them to overcome life's obstacles knowing that God has their back and loves them unconditionally.

Duties and Responsibilities

- Provide oversight and implementation of policies and procedures to ensure operational integrity and efficiency.
- Develop, organize and implement long-term, annual, and weekly youth center programs, events and strategies to maximize attendance and outreach.
 - Develop and empower staff, interns, and volunteers to improve program implementation, student care, and organizational alignment
 - Collaborate with Pequea Valley School District for the implementation of programs
- Build significant relationships with teens, parents/guardians, volunteers and leaders within our various partnerships.
 - Mentor teens in developing their leadership skills
 - Provide availability to the teens in various ways (school lunches, contacting, extracurricular activities, times of crisis, etc.)
 - Recruit, train, develop and supervise volunteers, youth leaders and interns
 - Communicate and connect with the Pequea Valley School District
- Create and oversee the annual budget.
 - Assist with the grant-writing and reporting process.
 - Manage data tracking system to measure and report on program outcomes
- Work collaboratively with the departments (within The Factory) assuring wrap around care, resourcing and 2 generation support to the families touched by the Youth Center
 - Connect families to the resources available within the organization

- Advocate for youth and communicate about the hopes, concerns and needs in our community.

Qualifications

- A Jesus Follower
- A passion for working with youth
- Emotionally intelligent
- Willingness to work flexible hours as needed
- Experience with and/or understanding of poverty culture
- Trauma aware
- Development of people and teams
- Ability to adapt
- Detail oriented
- Administratively minded
- Strong written and verbal communication skills
- Desire for mentorship and growth
- Positive attitude and enthusiasm
- Ability to prioritize and conduct multiple tasks in a fast-paced environment
- Understanding of social media tools and resources

Direct Reports

- Student Life Coordinator
- Youth Center Volunteers