



Director of Day Programming

Hours: Full-Time / 40 hours per week

FLSA Status: Exempt

Qualified applicants from all cultures and communities are encouraged to apply, especially people of color and members of the LGBTQIA+ community, and people with lived experience.

About New Horizons Ministries

New Horizons Ministries partners with youth experiencing homelessness in Seattle on their journey toward sustainability. We offer programs to facilitate youth's transition off the streets. From a hot meal and a shower to case management and job training, we meet youth where they are to reconnect them to the resources they need to pursue their goals. Because youth may arrive distraught, disconnected or disillusioned, we seek to be a safe place where they will be accepted for who they are. We offer our services and love to any and everyone who comes to us in need of assistance, because each person deserves to be loved, seen, known and respected. Since 1978, New Horizons' presence has grown from street outreach and drop-in to shelter, employment and housing assistance. Knowing that finding relationship and stability is the first step, New Horizons is committed to providing ongoing support to youth experiencing homelessness and to assist them to secure stable employment and housing. We now serve over 900 youth and young adults annually and utilize a trauma-informed care and positive youth development models to provide culturally responsive services.

Position Summary

Under the supervision of the Executive Director, the New Horizons Director of Day Services provides direction and oversight of Day Programs, Employment services and youth leadership. This includes, but is not limited to overseeing the quality and delivery of services, program coordination, program development, organizational leadership responsibilities and evaluation.

Essential Responsibilities

Program Administration

- Responsible for the overall supervision, coordination, and operation of Day Programs, Employment services, and Youth Leadership.
 - In conjunction with Executive Director and program staff, develop and oversee program monitoring and quality assurance mechanisms to ensure strong service delivery, quality documentation, and progress towards performance milestones and outcomes.
 - Ensure accurate, timely data collection and reporting for funding purposes and for program evaluation and improvement.
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- Develop and manage key programmatic partnerships, related to Day programs, Employment services and Youth Leadership, with external service providers.
- Oversee the development and delivery of youth leadership groups, including but not limited to; Triangle Club, Youth of Color Alliance, and the youth advisory board.
- Ensure that policies and procedures of all programs reflect best practice service models as well as meet the requirements of any contract funders.

Program Development and Client Services

- Ensure consistent, high quality trauma-informed care and programs that meet the wide range of needs of homeless YYA, including safety, security, belonging, skill building, employment and educational opportunities, recreation, access to health care, and access to mental health and chemical dependency treatment.
- Work closely with all Day Program and Employment services staff to monthly monitor and identify emerging trends and service gaps.
- Collaborate and facilitate partnerships with providers to expand both the quality and quantity of appropriate service options.
- In coordination with the Director of Prevention & Housing Services and the Director of Drop-in and Shelter, oversee the policies that support the safety and health of all programs.
- Ensure that all programs are appropriately resourced in a consistent and timely way.
- Develop and maintain referral connections with other community institutions.
- Coordinate with community partners & volunteers to provide daily programmatic activities that further youth employment, development and leadership.
- In coordination with Director of Prevention & Housing Services, Director of Shelter and Drop-In, and the Development Team, oversee special events including youth holiday parties/dances, Count Us In (annual point in time count of youth experiencing housing instability), Youth Advocacy events, & resource fairs.
- Oversees the coordination and evaluation of New Horizons' three core trainings: The Ropes training, Philosophy of Youth Work and Conflict De-escalation.

Staff and Volunteer Development

- Build and maintain a high-functioning, cohesive team. Provide direct supervision to all Day Programs and Employment Staff, as well as volunteers. Provide regular training, evaluation, supervision and support.
- Work in conjunction with Human Resources to ensure policies are followed as it relates to the entire employee life cycle.
- Provide crisis management as necessary to direct service staff and volunteers and provide consultation and expertise on challenging cases and situations.
- Collaborate with the Volunteer Manager to ensure that volunteers are appropriately trained, managed and evaluated.

Agency and Community Leadership

- Participate on the New Horizons Leadership Team.
 - Partner effectively with all departments within New Horizons.
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- Ensure that New Horizons meets the expected standards of professionalism, integrity, and quality services.
- Collaborate with community partners and government agencies to advance the mission of New Horizons and work to address the systemic causes, impacts, and response to youth homelessness.

Personal Qualities

- Passion for Youth and Young Adults.
- Unwavering commitment to partner with and advocate for those who are marginalized and oppressed based on race, ethnicity, culture, religion, immigration status, housing status, mental health status, sexual orientation, and gender identity.
- Flexibility and great sense of humor.
- Commitment to self-care and ability to model healthy boundaries and self-care to the staff team.

Knowledge, Skills & Abilities

- 4-5 years of experience in working with homeless youth and young adults.
- Prior management experience.
- Prior experience successfully working with high-risk youth.
- Non-judgmental and enthusiastic attitude about engaging with young people across the spectrum of religious and spiritual beliefs, race, ethnicity, culture, sexual orientation and gender.
- Experience in providing culturally responsive services and quality care to LGBTQIA+ youth, youth of color, and young women including lived experiences with housing instability.
- Knowledge of Trauma Informed Care and Positive Youth Development.
- A history of successful teamwork and willingness to roll up one's sleeves to get the job done.
- Proficient in Microsoft Word, Excel, and Outlook.
- Ability to work a flexible schedule including some evenings, overnights and weekends.
- Experience tracking and interpreting data.

Essential Physical Job Functions

- Constant standing and walking
- Stooping, kneeling or crawling
- Pushing, pulling, lifting or carrying up to 50 lbs.
- Frequent, continual, intermittent flexing or rotation of the wrist(s) and spine
- Constant receiving detailed information through oral communication.
- Constant talking, expressing or exchanging ideas by means of the spoken and written word

Salary: DOE

Submit cover letter and resume at nhmin.org/careers
