

Youth In Need

Center Director

POSITION OVERVIEW

Youth In Need, a leading non-profit organization that serves children, youth, and families in St. Louis and the surrounding counties, is seeking a full time Center Director for our Head Start East division. This position reports directly to the Vice President and is based out of St. Louis, MO. The Director of Center based Services is responsible for providing program oversight and direction to our HSE Centers to ensure that there is high caliber program operations.

RESPONSIBILITIES

- Lead intentional team meetings that address program needs, facilitate collaborative communication and motivate individual and group learning.
- Orchestrate early childhood education projects and initiatives, which infuse evidence-based practices with strategic goals to achieve the programmatic vision.
- Provide intervention when issues arise for children, families, and staff. Engage in solution-focused problem solving, and communicate with the appropriate layers of administration and others as deemed necessary. Follow-up on concerns and complete appropriate reports as outlined by policy and procedure or as needed.
- Conduct quality focused assessments to ensure that quality services are provided. Utilize the observation results to coach/mentor program staff, and inform program planning.
- Overarching responsibility for all compliance to ensure program quality and readiness for external review: monitor educational home visit and parent teacher conference quality and analyze 45/90 day trends, attendance, in-kind collection, and follow-up completion.
- Serve as a liaison between program services and the community by: planning recruitment activities, organizing volunteers, providing education and advocacy, and engaging with community groups.
- Uphold ethical practice, transparency, professionalism, confidentiality and personal accountability in all work.

QUALIFICATIONS

- Candidates must have demonstrated successful experience in human services management, personnel management, and other various management systems.
- Knowledge of Head Start mandates and performance standards, early childhood education, Missouri licensing regulations, and creative curriculum.
- Exemplary oral and written communication skills are necessary to be successful in this position
- Candidates must have a minimum of a Bachelor's Degree (Master's preferred) in Early Childhood Education, Child Development, or related field (with at least 18 hours in ECE) from an accredited college/university recognized by the US Department of Education.

Youth In Need provides our full-time employees with an excellent benefits package, including 401K, vacation, sick time, paid holidays and floating holidays, tuition assistance, affordable vision plans and

paid dental, life, and disability insurance; our current health insurance premium is \$40/month for full-time staff.

Youth In Need serves children, young people and families of many racial and ethnic backgrounds, abilities, sexual orientations, gender identities, and religious beliefs, and we seek a workforce that reflects that diversity. People of color are strongly encouraged to apply.

TO APPLY:

Please visit: <https://youthinneed.clearcompany.com/careers/jobs/edfacd9a-7e47-92fe-8ff0-c0fc64c14200/apply?source=671781-CS-28547>