



**Job Title:** Director, Youth and Teen Services  
**Department:** Program, Youth and Teen Services  
**Reports to:** Senior Director, Youth and Teen Services  
**FLSA Status:** Salary, Exempt  
**Revision Date:** October 2020

### **Background**

The Good Samaritan Center was established in 1951 by the Episcopal Diocese of West Texas, under the leadership of Bishop Everett Jones. We began as a downtown mission of St. Mark's Episcopal Church and evolved into a 501(c) 3 organization that provides comprehensive services to more than 5,500 individuals and 1,800 families annually in five locations in South Texas. Good Samaritan actively serves as a place of change, serving thousands of people working to improve their lives and to overcome the challenges of poverty by offering a variety of services.

These services include a Family Services Department that provides early childhood education programs and wraparound support for parents and senior citizens via the only nationally accredited senior center in South Texas. Our Youth and Teen Services Department provides after school and summer youth enrichment programs, including a youth leadership component and a college and career readiness program. All of our programs are focused on building the capacity of families to thrive - emotionally, physically, and economically by having them select and learn the skills they need to lead a better life.

Good Samaritan collaborates with a variety of organizations to enhance the quality of our programs. Current and past partners include: The San Antonio Food Bank, UT Health Science Center, Up Partnership, the City of San Antonio, SA Hope, The Episcopal Diocese of West Texas, and Restore Education. Good Samaritan operates programs in five regional sites including: San Antonio - West and North East Side, Brownsville, Rio Grande Valley, Sonora, and Wimberley.

### **Position Summary**

The Director of Youth and Teen Services is responsible for providing administrative oversight of operational matters including the implementation, coordination, evaluation, and promotion of the Asset Building for Clients, College and Career Readiness, Youth Case Management, and Family Engagement Programs. They are also responsible for overseeing the Community Youth Development (CYD) contract in San Antonio, Texas, under the direction of the Senior Director of Youth and Teen Services, through strategic leadership and fiscal responsibility.

## **Required Education and Experience**

- Bachelor's Degree from accredited college or university required. Master's Degree in related field preferred.
- At least 3 years of supervisory experience in a management role with youth and teen programs preferred.
- At least 5 years of contract and budget management experience required.
- At least 3 years of experience with data collection, reporting, and outcome measurement.

## **Essential Duties & Functions**

- Demonstrate adherence to the CORE values of Good Samaritan Community Services.
- Oversee the implementation, coordination, evaluation, of youth programs, contracts, and related services in San Antonio, Texas.
- Analyze and assess programs to lead to more effective and efficient service delivery and implement corrective measures, as necessary.
- Monitor program performance to include outcomes, objectives and goals, curricula, and activities according to the Good Sam program model.
- Serve as secondary program contact and liaison for services in San Antonio, Texas.
- Ensure program operations and activities adhere to all applicable policies, procedures, and guidelines pertaining to Grant Agreement, organization, and selected Program Model(s).
- Review program budgets and expense reports, confirm accuracy of reporting, and ensure budget is aligned with program goals and operations.
- Assist in hiring process, and train and supervise project employees.
- Assist with the design and implementation of appropriate training events for staff.
- Ensure program goals are met, especially related to Deliverables, Outputs, and Processes.
- Provide for regular administrative and Reflective Supervision of direct service staff.
- Assist with the development of proposals, grants, and contracts as appropriate in seeking funds for the delivery of services that meet the needs of children and families.
- Complete all other duties as assigned by the Senior Director of Youth and Teen Services.

## **Supervisory Responsibilities**

Provides direct supervision over the ABC Coordinator, Program Coordinator OST, Case Management Coordinator, College and Career Coordinator, and Family Engagement Specialist in San Antonio, Texas.

## **Work Environment**

This job operates in a professional office environment.

**Physical Demands**

Movement of documents and materials is required. The employee must occasionally lift or move up to 25 pounds. While performing the duties of this job, one must be able to stand, walk, reach with hands and arms, stoop, kneel, talk, hear, type, have close vision, color vision, depth perception, ability to adjust focus with good hand-eye coordination, and occasionally lift between 25-35 pounds. These physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday, 9:00 AM to 6:00 PM.

**Travel**

Local and regional travel is required.

**Benefits and Compensation**

A competitive compensation package will be offered for this position based upon the successful candidate's education, skills, and experience.

**Please visit our website to apply: [www.goodsamaritancommunityservices.org](http://www.goodsamaritancommunityservices.org)**