POSITION DESCRIPTION

Program Director
YouthBuild of Southeastern Ohio
Sojourners Care Network

Sojourners Care Network, a nonprofit organization rooted in Appalachian Ohio, partners with young people to help them rise above challenges and work for the futures they want.

We are seeking a dynamic, youth-centered leader with demonstrated experience managing and developing staff to serve as our YouthBuild of Southeastern Ohio Program Director. The ideal candidate is a collaborative, effective manager who can inspire and support a team, establish clear expectations, foster accountability, and create an environment where both staff and young people can thrive. This position requires strong leadership, organizational, and decision-making skills, along with a commitment to helping young people achieve their educational, employment, and personal goals.

Type of Position: **Full-time, salaried.** 40 hours per week. Sojourners Program Director-level position: Salary $40,000 to $42,000 annually, depending on education, experience, and relevant credentials. Sojourners' Staff Classification Scale will provide the guidance for compensation. Eligible for full benefits, including life insurance, employee health reimbursement account, and optional medical, vision, and dental insurance.

This position is contingent upon continued grant funding.

Locations: Primary work location--Chillicothe, OH; some travel to other Sojourners' locations throughout Southern Ohio may be required to support the young people in the YouthBuild program.

General Purpose: Sojourners' YouthBuild of Southeast Ohio (YOSO) is a year-round, grant-funded job training and education program for young adults (ages 16-24) who have lacked success with traditional classroom education methods but find a secondary school credential tied to practical hands-on job training more engaging. In addition to a high school equivalent credential and hands-on job training, YouthBuild offers several assessments, industry-recognized certifications, and test preparation services, with the goal of providing young people with the tools for lifelong success.
YouthBuild is a nationwide program funded by the United States Department of Labor, built around five pillars: Education (Diploma or equivalent); Vocation (Service and job readiness); Case Management (Eliminating barriers through life planning and counseling); Leadership (Taking responsibility); Aftercare management (Life beyond YouthBuild).

The YouthBuild Program Director provides overall leadership, direction, and management of the YouthBuild program, with primary responsibility for supervising and developing staff, ensuring effective program operations, and achieving program goals and grant outcomes. The Director fosters a collaborative, accountable, and supportive team culture while providing the guidance, structure, and leadership necessary for staff and participants to succeed

Work Hours: The typical hours for this position are 8:00 a.m.-4:30 p.m. Monday to Friday; however, some weekend and evening hours will be required.

Job Duties:

- Provide overall leadership and direction for YouthBuild of Southeastern Ohio, ensuring effective program operations, grant compliance, and achievement of program goals and outcomes.
- Recruit, hire, supervise, and develop YouthBuild staff, establishing clear expectations, providing regular coaching and performance feedback, addressing concerns, and fostering a collaborative, accountable team environment.
- Lead regular staff meetings, promote effective communication and teamwork, and support staff in problem-solving, professional growth, and continuous improvement.
- Collaborate with the Outreach Team to oversee participant recruitment and enrollment, including community presentations, stakeholder engagement, and outreach strategies.
- Provide leadership in addressing participant challenges and disciplinary matters, while fostering a supportive, youth-centered environment that respects young people's strengths, independence, and personal responsibility.
- Oversee accurate participant records, attendance tracking, performance documentation, and reporting to ensure program accountability and compliance with grant requirements.
- Develop and implement strategies to support participants' educational, employment, and training goals while identifying opportunities for program improvement and growth.
- Monitor and manage the program budget, ensuring allowable expenditures, responsible use of resources, and collaboration with Senior Leadership on financial decisions.
- Build and maintain strong relationships with community organizations, educational and workforce partners, government agencies, funders, and other YouthBuild stakeholders.
- Demonstrate sound judgment, effective decision-making, adaptability, and a commitment to Sojourners' mission while modeling professionalism and accountability for staff and participants.

Qualifications:

- Demonstrated successful experience supervising and managing employees, including providing direction, coaching, performance feedback, and accountability.
- Strong leadership and interpersonal skills, with the ability to motivate, develop, and support a team while maintaining clear expectations and professional standards.
- Demonstrated ability to make sound decisions, solve problems, manage competing priorities, and respond effectively to challenges.
- Strong organizational and communication skills, with the ability to coordinate multiple program activities and work collaboratively with staff, leadership, and community partners.
- Experience leading, motivating, teaching, or mentoring young adults.
- Bachelor's degree preferred; relevant professional experience and demonstrated leadership ability will be strongly considered.
- Experience in education, workforce development, job training, youth development, or related human services programs preferred.
- Commitment to working with young people from diverse backgrounds, including those who have experienced educational, economic, housing, or employment challenges.
- Proficiency with computer technology, electronic recordkeeping, spreadsheets, and other tools necessary for program management and reporting.

Application Process: ***To apply, email a current résumé and cover letter careers@sojournerscare.net .***