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# Example of Youth Program Director Job Description

Our growing company is hiring for a youth program director. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for youth program director

* Provide overall leadership, management, and strategic direction for the program, ensuring that the needs of female youth beneficiaries are well understood, and that training and employment targets are met
* Manage and supervise the project’s long-term consultant team, and short-term consultants such as trainers
* Coordinate with project partners, mentors, and all other key stakeholders
* Contribute to screening of applicants, curriculum design, and other aspects of direct implementation
* Oversee program administration, implementation, and fiscal management
* Oversee and monitor quality of all program activities, and ensure reports, work plans, and other program deliverables are timely and of high quality
* Attend all of Cultural Leadership’s major fundraising and community outreach events
* Work with Executive Director to collaborate with other youth and social justice organizations
* Provide own transportation to all programs
* Perform other job-related activities as assigned to support Cultural Leadership brand and growth

## Qualifications for youth program director

* Ability to effectively communicate both verbal and written thoughts, ideas, and facts with all audiences, and to strengthen and cultivate relationships
* 8 plus years of coaching, 3 plus years as a director
* USSF A/B license or equivalent
* Bachelor or equivalent education
* Strong interpersonal skills with the ability to work with a wide range of individuals
* Ensure daily membership tracking is being completed through the appropriate software and regular audits of data are completed