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# Example of Youth Program Director Job Description

Our growing company is hiring for a youth program director. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for youth program director

* Work collaboratively with Tennessee State University administrators and staff to deliver 4-H programming in Tennessee
* Personnel supervision including hiring, management and disciplinary action for the 4-H Youth Development Department staff and three 4-H Center managers
* Provide visionary leadership and direction for the planning, development, implementation, evaluation and reporting of a statewide 4-H Youth Development Program, offered through in-school, after-school, community and project clubs
* Recruit, motivate and strengthen faculty and staff through active engagement, mentoring and professional development programs
* Work closely with department heads, administrators, regional staff, agents, state specialists, and advisory committees in developing collaborative and interdisciplinary programs, events and activities
* Provide fiscal oversight and management of the department’s budget, which consists of sponsored, state and federal funding the Tennessee 4-H Foundation
* Establish and enhance partnerships with key state and national partners
* Provide leadership for effective volunteer recruitment, engagement, development and management
* Share leadership in UT Extension’s commitment to program participation representative of the diversity of Tennessee’s population
* Provide leadership in developing and maintaining effective teamwork among state, region and county professionals and volunteers

## Qualifications for youth program director

* A risk-taker with the ability to embrace challenges and the unknown -- someone with an “I can attitude”
* An innovative thinker and a creative problem solver
* Jewishly knowledgeable and supportive of the diversity of Jewish life
* Organized, strong planning skills and attention to details, with a professional and friendly demeanor
* Ability to work independently collaboratively on a team
* Two to three years of related experience in the Human Services Industry