

CHINESE AMERICAN SERVICE LEAGUE JOB DESCRIPTION

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Title: Children & Youth Development (CYD) Program Manager	Grade: 9	
Reports To: Chief Operating Officer (COO)	FLSA Status: Exempt	
Supervises: Coordinators/Supervisors of FALREC, CDC, SAC, and Youth, & Food Service Supervisor	Date Written:	Date Revised:
	2005	11/30/2018

POSITION SUMMARY

Children & Youth Development (CYD) Program Manager reports to the COO and develops agency's child and youth development/education and parent education programs. S(he) administers the overall CYD programs for families with children from birth to eighteen years old: Family Learning & Resource Center (FALREC), Child Development Center (CDC), School Age Center (SAC), and Middle/High School After School Programs.

DUTIES AND RESPONSIBILITIES

- Develops and supervises the implementation of all facets of the CYD programs, in compliance with licensing (local/federal laws), funding (Child Care, Head Start, Preschool for All, Prevention Initiative, OST, and WIOA youth), accreditation and state standards, as well as the needs of the community.
- Makes decisions on program development and planning with the assistance of each coordinator for each program, as well as COO.
- Recommends changes in agency policies affecting program operations; prepares and presents such formal reports to COO, Board and/or other bodies as designated.
- Evaluates the CYD programs for effectiveness in serving clients and carrying out its goals and objectives.
- Oversees health & safety components of each program, e.g. the medical policies/procedures in order to meet the needs of children, thus preventing illness, eliminating health hazards, etc.
- Recommends, administers and controls the department budget by working with Accounting to prepare and submit budgets to COO. Prepares fiscal reports for funding sources.
- Recruits, interviews and recommends hiring of staff.
- Supervises and evaluates multi-level staff.
- Works with the CYD Coordinators/Supervisors to plan and implement CYD professional development.

- Confers with CYD staff regarding children's behavioral and learning issues and challenges. Work with staff and consultants to find solutions.
 - Provide substitute teaching and child care duties as necessary.
 - Works as liaison between Governing Board, Policy Committee and staff on Head Start Program Governance.
 - Establishes and maintains good relations with the local community and youth community.
 - Increases professional knowledge through courses, staff meetings, in-service training, workshops & conferences. Also accepts and uses supervision from COO as part of one's professional growth.
 - Assists in finding more resources for the existing programs. Recommends new programs/projects to meet the needs of the community.
 - Enters clients' information and program activities into Salesforce software.
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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

MINIMUM REQUIREMENTS

Education/Experience:

- Master's Degree in Child Development, Education or related field.
- Type 03 or 04 IL Teacher Certification a plus.
- ExceleRate IL Director Credential Level 1 or higher preferred; must be obtained once in role.
- Five years of experience in an educational setting, including three years supervision and administration experience including budget preparation and management.
- Two years teaching experience – working with young children and their parents.

Skills/Knowledge:

- Demonstrated ability to accomplish goals through others, whether direct reports or through influence.

- Strategic thinking skills including effective planning, setting goals, monitoring progress, tracking results and making appropriate adjustments to plans based on circumstances and context.
- Ability to organized and prioritize multiple, competing priorities to maximize personal and learn effectiveness.
- Budget and expense management experience, with the ability to assist in managing budgets to plan.
- Customer service orientation, with the ability to effectively communicate on a regular basis with internal customers, build relationships, manage customer expectations and take responsibility for a high level of service.
- Demonstrated interpersonal skills with the ability to effectively build and maintain relationships with customers, team members and other stakeholders and constituents.
- Excellent verbal and written English skills.
- Written and spoken knowledge of Chinese a plus.
- Experience with client management systems preferred.
- Intermediate proficiency in Microsoft Office (Word, Excel), email; ability to learn and adapt to new technology.
- Experience with Salesforce software a plus.

Physical Demands:

- Must have the visual, hearing, and learning capabilities sufficient to perform the essential functions defined above.
- Occasionally lifting or moving objects weighting about 15 pounds.

Environment and Scheduling:

- Generally works in an office setting, with flexibility to work with children in the classroom and outdoor setting.
 - Generally works regular office hours. In addition, may require flexible scheduling to accommodate family and program needs.
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CASL is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, ethnic or national origin, or any other status protected by State and Federal Law.

Manager
Children & Youth Development Program
(Full-Time Position)

Position Overview

CASL seeks a talented, energetic, and experienced leader in the child welfare arena to lead CASL's Children & Youth Development Program (CYD). This is an exceptional opportunity for a candidate with a strong education and/or youth development background to implement a comprehensive program plan that nurtures the potential of our children ages birth to 18. The individual will role model the core values of honesty, respect and responsibility and work daily to develop personal and meaningful relationships with youth, parents, staff and volunteers.

Work Life

We value our employees and support them in learning and growth. We encourage—and even push for—professional development in the field. We value your experience, your expertise, and your input, and we seek your knowledge to expand ours. We work as a team to innovate and express new ideas, learn from our mistakes and celebrate our accomplishments. We constantly seek and implement best practice. Our leadership is supportive, organized, big-picture focused, and constantly asks the question “What do *you* think?” and “How can we support you?”

Financial Stability

CASL is a fiscally conservative and financially smart organization that carefully monitors our budget on a month to month basis, adapting and pivoting to avoid pitfalls. We have an operating surplus to sustain us through difficult economic times and allows us to invest in our programs and staff.

About CASL

For 40 years, the Chinese American Service League (CASL) has served people of all ages and backgrounds: Providing an educational and cultural foundation for our children, ensuring our seniors live full and independent lives with dignity, enhancing education and training for tomorrow's workforce, strengthening families while honoring cultural heritage, and securing our community's financial well-being, to almost 12,500 Chicago area residents annually.

Program Overview

Early Childhood

CASL supports children ages 0 to 5 in becoming capable, confident, and responsible individuals who succeed in school and thrive as adults. Parental engagement is a critical component of early childhood programming.

- **Family and Learning Resource Center:** Family support for parents, grandparents, and other caretakers with children ages 0 to 3 years. The program is open to families of all ethnicities and backgrounds, and in particular helps immigrant families assimilate into American approaches of parenting and early childhood education. Parents of adopted Chinese children are encouraged to help preserve their children's heritage.
- **Child Development Center:** Full-day multilingual preschool for children ages 2 to 5 years old—with focus on holistic development. CASL maintains full accreditation and is an Excelrate Gold standard center.

School Age

Immigrant families are supported in their efforts to provide their children with a firm foundation and Chinese cultural retention as they transition into American culture.

- **School Age Center:** Full-day and after-school programming for children ages 5 to 12 years old. Enriching bilingual/bicultural environment equips children with the skills to succeed in school.

Teens

The Youth Development Program provides a safe, supervised, and welcoming environment that supports the holistic development of youth in grades 6th through 12th—particularly Chinese immigrant and American-born Chinese teens. Middle and high school teens learn leadership skills, engage in community activities, experience a sense of belonging, and become ready to make healthy, responsible choices in their lives.

- Academic tutoring
- Preparation for college entry exams
- Leadership training
- Life skills workshops
- Structured recreation
- Parental involvement
- Community service

Other CASL Programs and Services:

Employment and Financial Empowerment: This focus area improves family financial and housing security through five key areas within a HUD certified program: 1) Adult Employment Program, 2) Chef Training Program, 3) Title V Senior Community Service Employment Program, 4) Housing Counseling, 5) Financial Literacy and Coaching

Senior Wellness and Independence: This focus area impacts the mental and physical health of community seniors, encouraging them to live healthy, happy, independent and engaged lives through four key areas: 1) Adult Day Service, 2) In-Home Service, 3) Pine Tree Senior Council, 4) Evidence-Based Workshops

Community and Family Well-Being: This focus area impacts the stability of the community and family by offering foundational services that safeguard basic needs through the following seven key areas: 1) Immigration Services, 2) Healthcare Outreach and Coordination, 3) Case Management, 4) Public Benefits Assistance, 5) Pro bono Legal Clinic, 6) Community Participatory Research, 7) Advocacy

Cup of Tea: Weekly Saturday meet-ups held for learning and practicing conversational English.
