



Social Development Director

Reports to Center Director and is a salaried, exempt position. Directly supervises the Residential Living and Recreation/Fitness/Health Programs. Responsible for the management of social development functions, in compliance with government and management directives. Demonstrates on-going commitment to preparing young people for the workforce by modeling, mentoring and monitoring excellence in the eight Career Success Standards of: workplace relations and ethics; information management; communications; multicultural awareness; personal growth and development; career and personal planning; interpersonal skills and independent living.

Duties and Responsibilities:

- Demonstrates and abides by ODLE Core Values and operating principles.
- Plan, coordinate and manage the administrative and programmatic activities of the department, including coordination of the CSS program.
- Provide staff training, evaluate staff performance and implement staff changes as approved by the Center Director.
- Assist in the preparation of the departmental budget; monitor/control expenditures. Review changes to budget authorizations.
- Develop new and revise policies and procedures affecting the Social Development Department. Coordinate with other departments to ensure attainment of overall objectives.
- Establish, implement and supervise control procedures to maximize student living standards. Coordinate student participation.
- Provide group and individual staff training to develop greater staff proficiency in providing guidance to students.
- Assist in the development of community linkages and volunteers in areas of management responsibilities.
- Oversee the scheduling and operation of Center sponsored recreation activities and programs.
- Oversee the staff schedule 24 hours a day, 7 days a week for dorm and recreation coverage.
- Control documentation and good maintenance records. Ensure that specified documents are turned over to each shift. Compile status reports for areas of responsibility
- Ensures compliance with EEO, AAP and other contractual goals and objectives.
- Develops a planned orientation program for new hires and provides in-service training for departmental staff.
- Attends required staff training sessions.
- Inspect dormitory areas; recommend facility maintenance when needed. Control use of equipment and supplies; make minor repairs and recommend purchases.
- Provide support and guidance to staff in dealing with behavior of students and resolving individual or group situations.
- Report to Safety Manager any problems that have been identified in your areas immediately.
- Develop and distribute weekly monthly and annual recreation/avocation plans and scheduled activities.
- Initiates and coordinates the Recreation Assessment Plan for each new student and provides Recreation/Fitness/Health orientation.
- Coordinates the Career Success Standards /Conflict Resolution Programs and provides input on career development skills of students.
- Cultivate and maintain a climate on center that is free of harassment, intimidation, and disrespect in order to provide a safe place for staff and students to work and learn.
- Clearly communicates and consistently models appropriate CSS and employability skills including personal responsibility and computer fluency.
- Maintains accountability of staff, students, and property, adheres to safety practices in all areas of responsibility.
- Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

Education and Experience Requirements:

- Bachelor's degree in counseling or work-related field.
- Three years of broad-based professional Job Corps or similar training program experience.
- One year of supervisory experience required.
- Prefer Master's degree in counseling, social services or psychology. Five years of experience in a supervisory or administrative capacity in the field of education and/or vocational training, social services or rehabilitation.
- Valid driver's license in the state of employment with an acceptable driving record.

Additional Requirements: Knowledge of counseling, recreational and residential programs. Specific training in sociology, psychology or management preferred. Physical and mental toughness to withstand long hours required. Ability to communicate effectively, establish rapport and relate effectively with students and staff. Ability to direct and inspire both professional and paraprofessional personnel. Excellent communication skills, both oral and written. Position requires an ability to operate office equipment. In addition, individual must be able to interact with team members and maintain an effective working relationship with all facility staff and departments.

Working Conditions: This position involves frequent sitting and occasional standing, walking, bending, stooping and squatting. Applicant must be able to see, hear, and speak.

Environmental Demands: Position requires ability to spend 5% of work time outside and 95% of work time indoors; ability to withstand moderate noise levels, including voice levels 90% of work time; ability to work in high temperature settings during the summer months; and ability to work in low temperature settings in winter months.

ODLE is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.