

NDA Program Director Job Description

The Neighborhood Development Area (NDA) High School program promotes communication, public speaking, community outreach, and conflict mediation skills. The curriculum aims to build educational skills, encourage school attendance or enrollment and retention in an educational or occupational training program, and assist students to attain High School diplomas that will permit them to enter college, advanced training, or careers.

Programs include youth leadership development, social and emotional learning, internships, and help students gain skills to support their success in college, training programs, or jobs.

Additional services may include one or more of the following:

- Collaborative and group work
- Project-based learning
- Peer Counseling
- Life Skills
- Job-readiness training
- Leadership skills building

The onsite NDA program director is responsible for managing the NDA team comprised of Family Development Coaches and Instructors. The director oversees the smooth operation of the program's Family Development Coaching sessions, weekly academic enrichment workshops, and paid internship program. The NDA program director works as a Family Development Coach and maintains a caseload of 35 clients that attend monthly sessions.

The NDA Program Director is responsible for the following:

- Maintain a caseload of 35 clients that attend at minimum monthly sessions
- Maintain case files, case notes, contact notes, service plans, and all program documentation
- Program recruitment and enrollment
- Supervise and support instructors with workshop planning and preparation
- Internship training
- Build and manage “workscape” DYCD program portal for all touchpoints, activities, and attendance
- Maintain communication with DYCD program managers and CHFS supervisors
- Maintain communication with internship site supervisors and track intern schedules and hours
- Provide referrals for additional services within CHFS and Pan American International High School teams as well as outside referrals as needed

Salary Range: \$50,000 to \$65,000