

NUA Knights Site Director

Job Title: NUA Knights Site Director

Reports To: Deputy Director

Status: Full-time, (40 hrs/wk)

Salary: \$48,000 - \$52,000

Location: Providence, RI

Application Due: October 15, 2021

Benefits: Healthcare, dental plan, excellent vacation policy, retirement benefit

The NUA Knights Site Director at Central High School designs, manages, and oversees afterschool and summer programs for Central High School students and their families under a 21st Century Community Learning Center grant. They connect with the community, including students, teachers, parents and administrators, to create a learning environment that conveys a sense of belonging and responsibility. They work closely with Central High School administration to assess the effectiveness and ensure the feasibility of programs. They strive to foster a program that is stimulating, trusting, and results-oriented. The Director is supervised by the Deputy Director at New Urban Arts and has daily, on-site accountability to the administration at Central High School.

Responsibilities:

Ensure that the NUA Knights programs and services are designed and delivered to meet the highest standard.

Program Operations:

- Operate the day-to-day activities of the 21st Century program leading to established outcomes, including supervision of staff, partners, and volunteers.
- Manage program budget composed of funds from 21st Century Community Learning Center Grant with New Urban Arts and Central High School's Title I Funds.
- Work with teachers to ensure linkages among programs and with school day instruction.
- Work with the mental health team at Central to ensure linkages to school day wellness strategies.
- Facilitate regular, consistent meetings with school leadership to provide updates on progress made and plan for upcoming work.
- Participate in quarterly governance meetings, including reporting out on program progress, successes and challenges.
- Facilitate other necessary meetings between stakeholders. Recurring meeting times will be negotiated and set in advance.
- Implement youth leadership programming and support youth-led activities.
- Infuse NUA Knights with the best practices of positive youth development, and youth-centered programming.
- Design and facilitate community building efforts, and celebrations, to further develop meaningful relationships between high school students and adult program providers.
- Oversee and ensure student and staff safety in compliance with the RI Program Quality Assessment (RIPQA).

- Participate and attend occasional meetings, trainings and other organizational efforts at New Urban Arts as necessary.
- Build partnerships and opportunities that are beneficial to programs and students.
- Oversee the ongoing recruitment and engagement of high school students and families.
- Provide technical assistance and resources to program providers as needed.
- Attend monthly 21st Century Community Learning Centers meeting.

Supervising Program Providers, staff and Partnerships

- Manage and implement the recruitment, professional development, and evaluation of teachers and program providers.
- Cultivate existing and new partnerships that will maximize resources and opportunities for Central's youth.
- Support and supervise program staff, including AmeriCorps*VISTA member(s).
- Support and participate in the Community Partner meetings at Central High School.
- Attend and participate in partnership meetings with the Providence Public School Department.

Evaluation and Planning

- Oversee program evaluation, including measuring the diversity of the student body, attendance and impact.
- Oversee and ensure successful data tracking and reporting in compliance with 21st Century Community Learning Center's reporting requirements and in relation to Central's schoolwide improvement efforts.
- Set annual program plan, including goals, outcomes, indicators, and calendar.
- Develop and pilot new programs.
- Work with Central High School Principal, New Urban Arts, and service providers to implement RIPQA and make adjustments to ensure program implementation is coordinated and reflects the changing needs of participants.
- Report on feedback to steering committee, program service providers, school administration, students, parents, and the school improvement team.
- Collaborate with New Urban Arts' Fund Development staff to identify and apply for funds for sustainability of programs and services.

Qualifications

- Five years of experience in a director-level position with similar responsibilities OR an advanced degree in education, arts management or related field and three years of experience.
- Experience working in a public school, building relationships with teachers and administrators
- Experience supervising and supporting team members, volunteers, AmeriCorps, and contractors
- Minimum three years in a management role.
- Strong project management skills and experience with complex, multifaceted projects.
- Strength in retaining individuals and teams, empowering them to grow levels of responsibility.
- Flexible, inclusive, responsive, and solutions focused.
- Excellent communication skills, including computer and interpersonal skills.
- Ability to translate youth development theory into practice.

Unsure if your qualifications exactly match what we are looking for? We encourage you to apply! The application is not overly burdensome and we would love to know what makes you excited about this opportunity!

To apply:

E-mail resume, and cover letter (two pages max) to Business Manager Jeannie Castillo-LaPierre, jeannie@newurbanarts.org, subject: NUA Knights Director. No calls please. Send your resume and cover letter as two separate attachments; do not include them in the body of your email. PDF is the preferred file format.

*New Urban Arts is an equal opportunity employer;
BIPOC candidates are strongly encouraged to apply.*