

Title: Director of Programs

Reports To: Executive Director and is a member of the Executive Team

40 hours FTE

Benefits: Paid cell phone, fitness center membership, generous PTO package, free parking, free access to recording studio for personal projects (when available), annual use of Youth Media Studio for approved personal events (such as graduations, baby showers, birthday party, etc.), flex schedule and the opportunity to work remotely when necessary.

Location: 1301 W. 10th Ave. Denver, CO. 80204

Youth on Record is seeking an enthusiastic nonprofit leader to join our team of innovative, compassionate, driven, artistic, and high-energy professionals in the education equity, social justice, music education, youth development, and economic development field. The Director of Programs maintains the relevance, excellence, and efficiency of all Youth on Record programming, while supporting the organization's mission and vision by upholding its values, policies, and procedures. This position is the primary point person for all programs, which serve 1,000 teens annually, and is responsible for managing all program staff, contracted partner artist musicians, guest artists, and student interns. The Director of Programs works closely with the Executive Director to create annual program plan, and to craft the short-term and long-term program vision for Youth on Record. *This is not a teaching position, although some substitute teaching is required; further, this is not a direct-service position. While the Director of Programs can expect to interact with students, musicians, and community partners daily, their role is not to implement the programs, but rather to manage and oversee program implementation. Further, this is an earned-income fundraising position. The Director of Programs is responsible for securing paid program contracts, which account for 20% of the organization's operating budget via contract negotiation and management with public schools, residential treatment centers, and community organizations.*

We are seeking a candidate with the following qualities and efficiencies:

- Strong management background, with experience in overseeing artists, educators, community organizers, and activists
- Clear, direct communication style, and a strong understanding of one's personal communication style as it relates to the whole team
- Innovative teaching and classroom management philosophies, as well as a strong understanding of Denver Public Schools Common Core Standards, and 21st Century Learning Objectives as defined by the school district
- Ability to directly manage employee relations issues as they arise
- Strong understanding of the intersections of multiple social justice issues as they relate to YOR's programs, including but not limited to: racial equity; systemic oppression; LGBT rights and marriage equality; social and emotional mental wellness; women's rights; immigrant, native peoples, and refugee rights; education equity; housing; and food justice.

- A firm understanding of the changing community landscape in Denver, and how these changes impact YOR's work
- Strong relationship-building skills and a track-record of working with local community organizations and service providers
- Self-starter, able to generate results and succeed in an environment with a small, highly motivated staff
- Five years of classroom experience and/or experience with working with under-resourced teen populations
- Strong connections to and relationships with the local music community in Colorado
- Candidate must be able to host site visits with funders, and have a clear understanding of how donor funds support YOR's work. They must demonstrate an understanding of how grant and donor funds play a role in sustaining programs, and how social enterprise models, and earned income models impact the overall health of YOR.
- Proficiency with industry standard music equipment/software and understands how to effectively incorporate these technological tools in the classroom
- Proficient in Microsoft Office products
- Excellent writing skills
- An advanced degree in a related field will be considered
- Bi-lingual (Spanish) preferred

Primary Responsibilities:**Classroom and Staff Management**

- Supervise all program staff and partner artists
- Set clear performance expectations for program staff, and make staffing decisions based on performance measurements
- Oversee the execution of all for-credit programming, Out-of-School-Time programming, and Economic Opportunity programming
- Audit program performance, observe in-school classes when appropriate, and make recommendations about course effectiveness and best practices
- Advise and provide training to partner artist teachers on pedagogy, student management, and innovative classroom practices.
- Build and maintain strong relationships with administrators and relevant teachers at YOR partner agencies.
- Work with partner agencies to secure and execute all fee for service contracts

Evaluation

- Design, implement and maintain a cohesive evaluation process of all YOR programming
- Prepare annual evaluation reports for use in grant applications, the annual report and Executive Director reports
- Prepare monthly Program Report for Executive Director
- Oversee evaluation data entry and ensure its accuracy
- Train program staff and volunteers in evaluation data input methods
- Work with external partners to improve and assess evaluation methods and findings
- Evaluate program staff annually

Administrative

- Manage the master schedule for programs
- Negotiate fee for services contracts and manages all corresponding paperwork with school and treatment center partners
- Assist with donor cultivation via classroom site visits when appropriate
- Manage program budget and adhere to income and expense requirements
- Support with set-up, clean-up, promotion of and planning Youth on Record events as needed
- Deal with program queries and student referrals via phone, email and other correspondence.
- Support with the maintenance of the Youth Media Studio and program equipment when appropriate
- Contribute to team efforts by accomplishing related tasks as needed

About Youth on Record:

Founded in 2008, Youth on Record (YOR) is a nationally awarded organization with a mission to empower Colorado's underserved youth to achieve their academic, artistic, and personal best by employing local, professional artists as their educators. YOR is committed to ensuring that youth graduate from high school, and are ready to enter the workforce, transition to college or enter advanced technical training and careers. Ninety-three percent of the youth at YOR identify as youth of color and the service gaps they experience are major contributors to low graduation rates and disappointing levels of engagement in their own educations.

As an organization that values equity above all else, YOR is committed to ensuring that youth graduate from high school and are ready to enter the workforce, and transition to college or enter advanced technical training and careers. Through a model partnership that brings together the local music community, public schools, the nation's leading housing authority, and the philanthropic sector, YOR is a powerful example of what's possible when musicians and nonprofit/public sector leaders embrace an entrepreneurial spirit and band together around a common cause. The Youth Media Studio (YMS), an anchor tenant in a Denver Housing Authority (DHA) award-winning redevelopment effort, is critical to YOR's increasingly holistic approach to uplifting the region's most vulnerable youth through access to music. This focus on leveraging the arts to inspire at-risk young

people to re-engage in their education and graduate, while providing advanced job skills and opportunities in the creative industries, makes YOR one-of-a-kind.

Since its founding, YOR has been bringing Colorado's most respected and talented musicians into high schools and youth residential treatment centers (RTCs). Credited as the most utilized music provider for Denver Public Schools, YORs intensive, out-of-school-time activates, for-credit high school classes, advanced technical career training, and the positive mentorships offered by musician-instructors are empowering young people in Denver's most vulnerable communities to graduate and develop the skills needed to enter the workforce or pursue a post-secondary education.

Please send a letter of intent to apply which includes why Youth on Record's work is of value to you and why you feel you are a fit for this position; a resume; ~~salary requirements~~ and three references to jami@youthonrecord.org

Email subject: Director of Programs Job Application

Deadline to apply: Monday, May 15. 5pm MST