



## **Position Description**

### **Director of Latino & Youth Services– Bilingual**

Family Service of Lake County is seeking a **Director of Latino & Youth Services**. This is a dynamic opportunity to support the educational achievement, social-emotional development, and well-being of Latino youth and families in the Highland Park and Highwood communities. The position directs all community programs serving the Latino community and includes direct facilitation of our SELF (Strengthening Emotional Life Foundations) educational program for community teens and adults.

Since 1930, Family Service of Lake County has been a premiere provider of social services. Our mission is to strengthen families through counseling, education and related support services, and help individuals succeed in school, at work, in relationships and within our community.

**SUPERVISOR:** Executive Director

**WORK SCHEDULE:** Full-Time; including some early evening hours and occasional weekend hours

**SUMMARY:** Develop and direct Latino & Youth Services programs, staff, volunteers, interns, and community partnerships.

#### **JOB RESPONSIBILITIES:**

##### Staff Supervision and Development (25%)

- Direct and support a team of four staff members - Nuestro Center program staff, and middle school/high school program staff in our Youth Educational Support and Success, Latino Youth Initiative, and Strengthening Emotional Life Foundations (SELF) programs.
- Assist staff members in planning and achieving their professional development goals.
- Ensure that staff members deliver high-quality programs that are culturally relevant and accessible.
- Provide program staffing coverage when necessary.
- Manage program volunteer recruitment, training, and oversight.

##### Community Program Management & Development (35%)

- Direct staff and program activities, including oversight of lesson planning, special events, program development and successful achievement of program goals.
- Oversee program data collection and reporting of program metrics/outcomes.

- Review program progress in achieving outcomes and adjust program activities accordingly to ensure that program goals and outcomes are being achieved.
- Visit and participate in programs frequently to build relationships with families and school/community partners and to provide staff guidance and support.
- Develop annual budgets for all program areas and ensure expenditures are within budget.

#### SELF Program Management and Facilitation (20%)

- Build community partnerships to facilitate SELF (Strengthening Emotional Life Foundations) workshops for community adolescents and parents.
- Develop engaging lesson plans that include learning objectives.
- Facilitate workshops and coach other staff members as appropriate on facilitating workshops.

#### Partnership Development & Outreach (20%)

- Prepare information for and participate in funder site visits.
- Participate in community meetings and act as a spokesperson in the community.
- Build/foster partnerships with schools, community organizations, and community members.
- Develop community outreach plan and community events.
- Other duties as assigned.

#### **QUALIFICATIONS:**

- Bachelor's degree in social work, education or related human services field; Master's degree a plus
- Bilingual (Spanish) and bicultural required
- Valid driver's license and be willing to travel locally
- Minimum of 5 years direct social service/educational program experience
- Minimum of 2 years of staff management experience
- Experience working with youth and families
- Experience working with the Latino community
- Proficiency with computer applications, including Microsoft Office Suite

#### **COMPENSATION AND BENEFITS:**

- Compensation based on credentials and experience
- Professional development opportunities
- Benefits include health insurance, 401K with match after one year, Flexible Spending Account and more
- Travel reimbursed at federal mileage rate

#### **TO APPLY:**

Please submit a cover letter and resume to Carrie Callas, Executive Director, at [HR@famservice.org](mailto:HR@famservice.org). No phone calls please.