



413 Ninth Street
Glenwood Springs, CO 81601
970-945-9300
www.youthzone.com

Career Opportunity
Executive Director
Glenwood Springs, CO

Employment Classification

Full-time, exempt.

About YouthZone

YouthZone currently serves over 1,500 youth and their families every year by offering a wide variety of evidence-based programming through which our clients find safety, compassion, and education as they work to overcome the personal struggles they face. Our programs include youth assessment, parental guidance and support, individual and family counseling, restorative justice, court programs and monitoring, educational workshops, and much more. 90% of our clients maintain their healthy behaviors after graduating from YouthZone. Founded in 1976, YouthZone has been, and continues to be a family-first nonprofit dedicated to fostering positive youth development for teens throughout the Western Slope of Colorado. We aim to hire family-focused team members who believe that growth is possible for all of our clients, regardless of their history.

Our Vision: *Hopeful Youth; Strong Families; Safe Communities.*

Our Mission: *YouthZone provides comprehensive assessment and advocacy to inspire healthy relationships between youth, families, and communities.*

Position Overview

With a visionary mind and a compassionate nature the Executive Director's primary responsibility is for overall direction, leadership, and coordination of the activities in the day to day operations of the organization.

The Executive Director will support the Board of Directors in assessing their effectiveness, recruiting and onboarding new board members and overall board development. This position is central to the success of the board in managing the vision and mission of YouthZone.

A successful Executive Director will be informed on best practices in Positive Youth Development, thriving and effective teams, hiring and onboarding, strategic development. This person will be knowledgeable in business management, financial oversight, stakeholder collaboration and relationship building.

Funding for the organizations sustainability is a top priority for the Executive Director. Identifying funding sources, maintaining key relationships with municipalities and county government are critical. The ED will work closely with the Development Director and her/his team to ensure the financial stability of YouthZone. The ED will form and manage the finance committee to oversee all financial actions of YZ.

The ED will possess: deep empathy and strategic thinking; creativity and the ability to problem solve with the YZ team and board; persistence and assertiveness in advocating for the youth and family voice; the ability to withstand the pressure and stress that often comes from business development and negotiations; knowledge of the differences in the major service areas that serve children and knowledge of fund development and budgeting.

Education, Training and Experience

- **Required:** Bachelor's degree from an accredited, four-year institution, or an equivalent combination of training, education and relevant experience.
 - **Highly desirable:** Major or substantial coursework in non-profit management, business administration, social work, juvenile justice, team development, fundraising and leadership
- **Required:** Five or more years of experience working in business management and leadership positions
- **Required:** High proficiency with MS Office programs: Outlook, Word, Excel, and PowerPoint.

- *Required:* Proficiency with office technology and equipment, including fax machines, printers, copiers, scanners, and computers.
- *Highly desirable:* Bilingual in Spanish and English; Strong verbal and written communications skills in English, and ability to understand and to make oneself understood in Spanish.

Other Requirements

- Participation in a child abuse registry check; fingerprint/Colorado Bureau of Investigation check; driving history check, and; drug screen.
- Ability and willingness to work a flexible schedule.
- Access to, and willingness to use, reliable transportation that is properly registered and insured for travel throughout the YouthZone service area and beyond.
- Participate in on-going training opportunities related to business management, fundraising, juvenile justice.
- Well-developed interpersonal abilities.
- Exceptional written and verbal communication skills.
- Ability and willingness to work a full-time weekly schedule, which at times requires flexibility in service to meeting the needs of the organization.
- Professional attitude, and friendly, courteous manner.
- Exceptional task and time management skills.
- Creativity and strong problem-solving skills.

Working Relationships

- Reports to Board of Directors.
- Management of the Assistant Director, Development Director, Clinical Director and Administrative Manager. Weekly meetings with above for purpose of strategic plan oversight and on-going training and general support.
- On-going, constructive, and open collaboration between all YouthZone staff is essential to our team to ensure a consistent, effective and high-quality program.
- The ability to interact efficiently and effectively with program stakeholders including state and government officials, district leadership, law enforcement agents, judicial district personnel, parents, youth, and outside agencies.

Essential Functions and Responsibilities of the Executive Director at YouthZone

- Establish and nurture key relationships, both internal and external.
 - Establish and nurture an appropriate and professional connection with other organizations in the health and human service field and business development.
 - Develop and maintain thriving municipal, district, and county government partnerships
 - Collaborate with other community resources to maintain and develop positive working relationships.
 - Lead and train employees in YZ culture
- Establish meaningful customer relationships.
 - Remain flexible in setting times and places for meetings with community partners
 - Take leadership roles in community collaborations
 - Ongoing community outreach and relationship building with other ED's, business owners.
 - Partner with the state representatives for Diversion, Restorative Justice and other stakeholders in PYD and juvenile justice
 - Identify key staff to collaborate appropriately with schools, law enforcement, counselors, Dept of Human Services and juvenile justice
- Maintain administrative responsibilities.
 - Maintain records and document work activities in accordance with YouthZone standards and practices.
 - Promptly prepare necessary court documentation.
 - Accurately complete YouthZone paperwork and data-entry in timely manner.
- Participate as contributing member of the YouthZone Team.

Required Responsibilities of YouthZone Team Members

- Serve as an ambassador for YouthZone and its mission throughout the communities we serve.
- Be prepared to provide accurate information and answer questions about YouthZone's programs and services.
- Be prepared to provide accurate information and answer questions about YouthZone's current and upcoming development opportunities. This includes the ongoing Wish List.

- Demonstrate ability and willingness to work with community partners and employees with an attitude of respect and non-judgment.
- Maintain a strong sense of compassion and empathy for adolescents and the existential struggles they deal with.
- Ability to problem-solve
- Demonstrate flexibility in scheduling.
- Maintain strict compliance with YouthZone operational and safety policies, procedures, and standards.
- Comply with confidentiality standards and practices, HIPAA guidelines, and mandatory reporting requirements.
- Complete all required and requested documentation and reports in a timely manner.
- High proficiency and comfort level in computer skills, to include: word processing, spreadsheets, email, calendar/collaboration operations, and use of cloud-based functions.
- Willingness to expand and deepen technological skill set.
- Strong writing skills: ability to draft professional, high quality letters, emails, reports, proposals, etc.
- Demonstrate commitment to the success of the organization and its programs.
- Attend and participate in mandatory monthly Team Time meetings, finance committee and Board meetings
- Participate in organizational activities as directed, in order to meet the goals and objectives of YouthZone.
- Lead and participate in YouthZone fundraising activities and programs.
- Perform any other duties in service to the successful operation of YouthZone as assigned by the Board of Directors

Required Skills and Attitudes of YouthZone Team Members

- Passion for our vision and mission.
- Advanced organization and time-management skills.
- Highly developed interpersonal and communication skills.
- Persistence and assertiveness in advocating for youth.
- Ability to type for purposes of crafting reports and correspondence, and for data entry.
- Willingness to share in office maintenance and upkeep, as directed.
- Commitment to the success of the organization and its programs.
- Reliability, friendliness, and conscientiousness.
- Enduring sense of humor.

Benefits of working at YouthZone

YouthZone is a great place to work! We offer: a healthy, supportive work culture; three hours of weekly exercise time; employee retirement plan; health insurance/wellness stipend; a positive working environment, and; the opportunity to be part of a wonderful team consisting of committed and passionate professional optimists.

YouthZone is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind.

YouthZone is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at YouthZone are based on organizational needs, job requirements and individual qualifications, without regard to race, color, gender, sexual orientation, gender identity, national origin, veteran status, disability, religion or belief, family or parental status, or any other status protected by Federal and State law. YouthZone does not tolerate discrimination or harassment based on any of these characteristics.

The statements contained herein reflect general details in order to describe the essential functions of the position, as well as the skills and attitudes necessary for success. It should not be considered an all-inclusive listing of work requirements. Individuals may be required to perform other duties as assigned. This job description does not constitute an employment contract and is subject to change as the needs of YouthZone and requirements of the job change.

To Apply

Send current résumé and a cover letter in which you introduce yourself; highlight your relevant skills, training and experience; explain why you would like to work for YouthZone, and; what you would bring to the YouthZone community as a member of our team. Email to youthzoneexecutivesearch@gmail.com