



Position Description

Director of Arrowwood Hills Community Center

Contact Valerie Muthuswami to apply: vmuthuswami@canwashtenaw.org

Type of Employment: Full-Time Salary

Supervised by: Deputy Director

Overview: The Director of Arrowwood Hills Community Center is a key leadership role responsible for ensuring the smooth and effective operation of the community center. The Director will be responsible for overseeing a range of programs and services aimed at supporting the education, stabilization, and community building needs of the Arrowwood Hills Co-Operative community. The Director will be responsible for managing and overseeing out-of-school educational programs for youth aged K-12, case management, food security services, and coordinating community events. In addition, the Director will work closely with the Arrowwood Hills board to strengthen the community by fostering a sense of belonging and engagement among residents. The Director will also be responsible for managing the day-to-day operations of the community center, including hiring, supervising, and evaluating interns, staff, volunteers, and volunteer groups. This role requires a strong understanding of personnel management, as well as compliance with the Arrowwood Hills contract, CAN personnel policies, and the conditions of grants and contracts that apply to programs and services at the site. Lastly, the Director will be responsible for ensuring the quality of programs and services offered at the community center by maintaining high standards of quality assurance and adhering to all relevant regulations and guidelines.

Benefits:

- Pay Range: \$47,500-55,000 per year (commensurate on formal and informal experience)
- Employee medical, dental, and vision insurance completely covered by CAN (dependent coverage available to purchase). If opting out of benefits, equal value of the agency cost is added to the employee's base pay.
- Very generous time off policies. Employees accrue sick and vacation time each pay period. Additionally, employees enjoy agency-wide, paid closure days, which include 5 days for Spring Break, the days between and including December 22nd and January 1st, and 11 other days throughout the year. Employees are also encouraged to take 5 personal significance days per calendar year.
- Retirement 403B plan. After 1 year of employment, CAN contributes 2% and up to a 2% match of employee contribution.
- Budgeted 3% annual COLA (cost of living adjustment) increases.
- Supportive and collaborative work environment that promotes workload balance and self-care
- Comprehensive, dynamic supervision and support with professional development opportunities

Qualifications:

- Experience with youth and families is required, experience with diverse and/or under-resourced populations preferred.



- Acceptable driving history required.
- Must be able to lift 50 lbs.

Skills and Abilities:

- Strong verbal and written skills with timely email correspondence
- Strong problem-solving skills and capacity to respond to crisis situations appropriately and calmly
- Proficiency or ability to quickly develop proficiency in Google Drive and other online tools
- Strong organizational skills
- Ability to give and receive constructive feedback
- Ability to lead and supervise staff
- Ability to work collaboratively in a dynamic team
- Ability to perform multiple tasks efficiently and effectively
- Ability to work under pressure and/or with deadlines
- Ability to work in an autonomous environment
- Ability to professionally represent the agency to the community
- Ability to effectively work with diverse populations in a non-judgmental manner and provide exceptional customer service
- Ability to maintain a strong working relationship with the Arrowwood Hills board and management team
- Some ability to work outside of typical work hours may be needed to host weekend community events
- Ability to work non-traditional hours from about 10 am-7 pm on program days during the school year. Ability to work 9:30 am-5:30 pm on program days during the summer. There are flexible hours on non-program days

Essential Job Duties-

A. Programs

- Plans, develops, implements, evaluates, and improves programs for youth and their families that lives in Arrowwood Hills
- Coordinates programs at the site with external program providers (e.g. Arrowwood Hills board, Ann Arbor Public Schools, U of M, etc.)
- Distributes program schedules to program participants on a timely basis

B. Services & Advocacy

- Acts as an advocate and liaison for individuals and the community with referral agencies and service systems
- Coordinates, facilitates and participates in maintenance of professional relationships with service provider partnerships.
- Attends citywide collaborative service provider meetings as directed

C. Community Building

- Acts as a role model and takes initiative in keeping site clean



- Assists with community discussions; facilitates its meetings and resolutions
- Coordinates community events
- Builds relationships with residents within the community and staff within AAPS, AAHC, FG etc.
- Prepares and assures distribution of site newsletter, notices of programs and events to students, families, and teachers at AAPS (A2Steam, Clague & Thurston Middle School and Skyline High School)
- Acts as “Point Person” in building positive relationships in the school community and the broader community

D. Center Staffing & Management

- Trains, supervises, and evaluates interns and volunteers at Arrowwood Hills Community Center in compliance with HR policies and procedures
- Provides regularly scheduled staff/team meetings at the center
- Liaisons between staff and CAN Executive Director
- Keeps center clean and in compliance with health and safety standards
- Tracks inventory of food, office and other center supplies and assumes responsibility for refilling stock
- Provides information and opportunities for ongoing professional development & staff training
- Monitors and reports staff work time/time off reports, submits these completed and on time

E. Administration/ Management

- In conjunction with CAN Executive Director, utilizes data management system to comply with grant & contract expectations and assures implementation of data collection and reporting requirements
- Assumes financial responsibilities as assigned by CAN Executive Director
- Participates in administrative & board meetings as directed

EQUAL EMPLOYMENT OPPORTUNITY

CAN is committed to providing equal employment opportunity to all individuals without regard to race, color, national origin, sex, sexual orientation, religion, age, marital status, height, weight, or the presence of a non-job related medical condition or disability. Hiring decisions will be based upon full consideration of all applications for positions in the agency and will seek to hire the most qualified individual.