



Position Description, Director of Brick Community Center

Contact Derrick Miller to apply: dmiller@canwashtenaw.org

Type of Employment: Full-Time Salary

Pay Range: \$35-45k / year (commensurate on experience)

Benefits: Medical, Dental, Vision Coverage / 403B Retirement Plan

Supervised by: CAN Executive Director, Derrick Miller

Overview: Overall leadership of the daily operations of CAN's Brick Community Center located at Brick Elementary. Director is responsible for creating a positive, warm, and structured culture/atmosphere in the community center among 15-30 children and youth. Management responsibilities include hiring, supervision, and evaluation of the interns, program assistants, and volunteer groups, and primary responsibility of the center's Education, Family/Housing Stabilization, and Community Building programs & services. This position is responsible for compliance with personnel policies, quality assurance, and conditions of grants and contracts applicable to programs and services at the site.

Due to COVID-19, this position will temporarily require online remote work.

Qualifications:

- Education and experience – BSW or Education-related field with a minimum of 3 years experience in a human service organization; MSW preferred with at least 1-year experience in similar setting
- Certification/Licensure - Michigan Social Work License preferred.
- Valid Michigan chauffeur's driver's license is preferred.
- Must be able to lift 50 lbs.

Skills and Abilities:

- Strong verbal and written skills
- Strong problem-solving skills and capacity to respond to crisis situations appropriately and calmly
- Strong organizational skills
- Ability to give and receive constructive feedback
- Ability to lead and supervise staff
- Ability to be a part of a dynamic team
- Ability to work collaboratively
- Ability to perform multiple tasks efficiently and effectively
- Ability to work under pressure and/or with deadlines
- Ability to professionally represent the agency to the community
- Ability to effectively work with diverse populations in a non-judgmental manner



Essential Job Duties-

A. Programs

- Plans, develops, implements, evaluates, and improves programs for youth and their families that attend Brick Elementary
- Coordinates programs at the site with external program providers (e.g. Brick faculty, Brick Senior Center, EMU, 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 supervises smooth relationships with service providers
- 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 Brick
- Prepares and assures distribution of site newsletter, notices of programs and events to students, families, and teachers at Brick
- 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 Brick 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