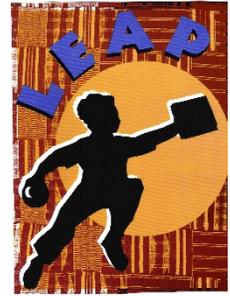




JOB DESCRIPTION:
DIRECTOR OF Q HOUSE PROGRAMS
rev August 4, 2021



Description of Q House: The Dixwell Community House, known as the “Q House”, was started in 1924 as a settlement house for African Americans moving north as part of the Great Migration. It served as a center for the historic Black community in the Dixwell and Newhallville neighborhoods for generations, providing a comprehensive set of community based services for residents of all ages. In 2003, the Q House closed its doors. After 19 years, the Q House is back! The new Q House is deeply committed to the community it calls home, with a love of its history and a commitment to our shared future.

A group of dedicated community activists organized for more than a decade to build a new Q House. The Q House Advisory Board working with the City of New Haven and the State of Connecticut raised funds to open the Q House in September 2021. The Q House includes the Cornell Scott Hill Health Center, the Stetson branch of the New Haven Public Library, the Dixwell/Newhallville Senior Center, in addition to spaces managed by LEAP.

In combination, these allies have created a facility and community resource unparalleled in the State of Connecticut. The Q House will be a center that welcomes and provides resources and opportunities for the breadth and diversity of our community: young children, teens, adults, and senior citizens.

Description of LEAP: For 29 years, LEAP has worked with children, teenagers, and young adults in New Haven, Connecticut in some of the lowest income neighborhoods in America. As the largest youth agency in our city, we provide academic supports, social enrichment, and leadership development, but we do so in a unique way. We give older students (ages 16-24) the training, education, and resources they need to work as Senior and Junior Counselors for children ages 7 to 15. In doing so, we go beyond impacting individual lives through education and employment. We build a community with power and purpose.

LEAP and the Q House: LEAP was chosen by the City of New Haven and the Q House Advisory Board and contracted by the City of New Haven to play two roles: (1) to manage programming spaces including the gym, teaching kitchen, teen lounge, art studio, dance studio, weight room, game room, meeting rooms, recording studio and outdoor plaza; and (2) to coordinate activities done jointly with the other Q House partners (library, senior center, and health clinic) and other important allies (community groups, local schools, etc.).

Role of the City of New Haven: The Q House building is owned by the City of New Haven which contracts with LEAP to manage community and program spaces in the building.

Position Summary: The Director of Q House Programs is a senior level position, responsible for managing LEAP's work at the Q House, including community relations, staff oversight, program contractor management, partner coordination and youth and adult program implementation. The Director of Q House Programs also serves as LEAP's liaison to the Q House Advisory Board.

The Director of Q House Programs oversees a full-time programs coordinator and about 20 part time college and high school student staff. The Director of Q House Programs works closely with multiple LEAP department heads and staff to ensure: quality programming; staff recruitment, training and development; and that programs are appropriately funded and meet financial audit requirements.

Distinguishing characteristics, features, requirements: This is a full-time, exempt (salaried) position with excellent growth and leadership opportunities, that requires an efficient individual who works well with young professionals, students, seniors, children, community members and leaders and has a strong understanding of community-based work. This is a highly visible position requiring effective interaction and communication with a wide range of internal staff and outside partner organizations, government agencies, community leaders, educational institutions, and vendors.

Essential Duties:

- Supervise programming at the Q House, including both LEAP's core youth after school and summer camp programming as well as new initiatives for children, teens, adults, and senior citizens.
- Work with LEAP programming staff to design, support and improve program activities at the Q House.
- Seek input from the Q House Advisory Board about program opportunities and community needs.
- Provide regular reports to the Q House Advisory Board and the City of New Haven.
- Supervise, develop, and mentor staff.
- Identify community partners (including individuals and local organizations) to provide programming for children, teens, adults, seniors, and families.
- Develop rules and policies for use of the Q House by community members and organizations.
- Coordinate security and maintenance contractors (these services are contracted by the City of New Haven, but the Director of Q House Programming can direct them as necessary to meet daily needs).
- Work with the LEAP development office to support fundraising goals and meet reporting requirements.
- Represent the Q House and LEAP to community members, partners, and press.

Principal Working Relationships: This position receives direction, coaching and performance evaluation from LEAP's Chief of Staff with additional support and oversight from LEAP's Executive Director.

Qualifications:

- Bachelor's degree from an accredited institution of higher learning required
- Three years or more experience as a supervisor in youth development, an educational institution, community center management, or a related field preferred
- Demonstrated knowledge of community-based program design, development, and implementation
- Demonstrated knowledge of child and youth development strongly preferred
- Direct experience working with a diverse set of families, children, and adults in a community based programs setting
- A demonstrated commitment to mentorship and developing talent
- Demonstrated community building and experience working successfully, competently, and respectfully with multiple partners
- Strong time management skills
- Ability to establish work priorities, meet deadlines, and remain flexible
- Ability to work independently and as part of a team
- Excellent verbal and written communication skills
- Cultural competency based in experience working in African American and Latino communities
- Ability to organize and maintain digital records and filing systems for collecting and reporting data
- Strong knowledge and use of computer software applications, including Microsoft Office, Google Suite, Zoom, file sharing, databases, and research tools
- Experience working with media and press to speak to community needs and program opportunities

Special Requirements: Flexibility to work some evenings and weekends.

Salary: Commensurate to experience and other qualifications. Benefit package.

To Apply: If you are interested in this position, please send a letter of interest and your resume to jobs@leapforkids.org. If you have questions, you may email your questions to the same email address. Please put Q House in the subject line of your email. Applications will be reviewed on a rolling basis. This job description can be [downloaded here](#).

Note: This position will be based out of the Q House in New Haven, CT. Additional information about LEAP is available via leapforkids.org. LEAP is an equal opportunity and affirmative action employer.