



Job Title: Deputy Director

Rancho Cielo provides WASC-accredited Diploma Education (through Education Partners), Vocational Training from Industry Professionals, Behavioral and Physical Health (through Medical Partners), Life Skills, Job Readiness and Placement, and Enrichment activities to young people aged 16-24 with the fewest options for future success. The culture at the Ranch is affirming for our young people, who want, need, and deserve the programs we offer. Learn about our programs, housing, and public-private partnerships at www.ranchocieloyc.org. The programs and infrastructure reside on a 100-acre Ranch property.

The Rancho Cielo Deputy Director oversees all programs on campus, ensuring outcomes for the youth in a calm, supportive work environment. The Deputy Director also leads program growth efforts including college and CET pathway alignment and industry/workforce skill alignment.

EMPLOYMENT CLASSIFICATION: Exempt, Full Time

SUPERVISION RECEIVED AND EXERCISED

- Reports to the CEO.
- Supervises a team of 5-7 Managers/Coordinators
- Additionally, the Deputy Director manages the collaborative relationships on campus to ensure programs are seamless to the participants and they are successful. This includes the Silver Star Youth Program

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Leads the Program Managers to:
 - Produce required outcomes with the participants, including high school diplomas, completion of vocational curriculum and post-program job placement
 - Coordinate with all partners for successful outcomes for the students
 - Ensure excellent attendance rate of participants
 - Meet budgetary requirements
 - 100% grant compliance, including timely and accurate reporting
- Supports/Supervises the Site Coordinator to develop leadership opportunities for students, to ensure they see the counselor when needed/scheduled; completes job readiness activities; recruits to ensure that we are serving at our capacity
- Sets standards for appropriate behavior and ways to handle problems on site; acts as role model and mentor to students and staff, both on and off campus
- Ensures programs are following appropriate safety procedures, constantly working to reduce accidents or workers' compensation claims
- Follows performance management per Employee Handbook and company policy
- Participates as part of the Senior Leadership team in program planning and decision making
- Markets and promotes the program in the community

- Works with funders, partners and staff to develop funding proposals that ensure the long term sustainability of the programs
- Maintains accurate records and prepares reports related to assignments
- Communicates professionally and effectively with program participants, staff, peers across campus, and partners both verbally and in writing
- Actively monitors budget and makes recommendations if necessary to avoid cost overruns
- Uncovers and recommends best practices learned from others
- Coordinates electives across programs; drives consistency and positive morale across programs for students and staff

STANDARDS & QUALIFICATIONS

- Program Director Experience Required
- Bilingual & Biliterate preferred
- Master's degree preferred (ie. Education, Social Work)

Knowledge of:

- Budgets
- Youth programs or other proven youth development programs
- Supervising and training staff
- Youth leadership development strategies
- Demonstrated sensitivity to and understanding of the diversity, socioeconomic, cultural, and risk factors of at risk youth in the Monterey County area.
- Must have solid administrative skills
- CET education and/or K-16 administration
- Academic Counseling theories/techniques
- Ag education and workforce needs
- Programs such as YouthBuild, AmeriCorps, etc.

Ability to:

- relate to youth who have been underserved
- communicate well with youth, staff, funders, partners, and policy makers
- empower staff and youth to problem solve problems and contribute to program growth
- work in a team environment
- work in an enthusiastic and encouraging way with young people
- maintain a safe and productive work environment
- promote leadership development among participants
- communicate effectively with co-workers, crew members and contractors
- maintain a sense of humor and promote working in a drama-free environment
- be flexible in the face of competing priorities; multi-task effectively; work with frequent interruptions and at a fast pace
- establish and maintain accurate records and prepare reports
- manage program budget
- drive an automobile, truck
- write, use email, online reporting programs

Possession of:

A valid and appropriate California Driver's license, including a safe driving record.