



Programs Manager * Delaware Valley Job Corp Callicoon, NY

Overview: The Delaware Valley Job Corp is seeking a Programs Manager in Callicoon, NY.

The Program Manager is responsible for the direction, oversight and management of the Academic, Career Technical Training, Residential Living, Counseling, Recreation, Career Preparation and Career Transition departments/functions and related programs and activities. Ensures student progress, achievement and completion of the Job Corps program, along with placement upon program completion. Provides students with industry-recognized training and credentials leading to full-time jobs, higher education, apprenticeships or advanced training. Ensures a clean, safe and secure living environment. Provides extended training opportunities for students to supplement their education, training and development. Ensures strict confidentiality of sensitive information and integrity of student data. Supervises and manages the Programs Department and staff.

Responsibilities:

Ensures

extended training day programs support continual student growth and development.

Center meets or exceeds DOL/Company performance goals.

high quality career preparation, counseling, academic, career technical training and career transition programming and instruction, along with career transition services.

that areas of oversight are organized, clean, safe and conducive to student learning, living, achievement and success.

Programs staff effectively utilize and follow the Centers behavior management system.

Effectively motivates, empowers and requires staff to perform his/her job responsibilities.

Employs sound time-management and delegation skills. Holds staff accountable for producing quality work, develops staff for career progression and disciplines staff that fail to meet goals.

Fills staff vacancies in a timely manner. Interviews, recommends for hire, disciplines, recommends for termination and evaluates the performance of the employees in the Employability and Training Departments.

Motivates and manages staff to work effectively, creates a supportive work environment, recognizes staff accomplishments and proactively addresses staff performance concerns.

Develops Center-beneficial linkages within the community for enrollment, education, employment,

Career Technical Training, WBL and placement. Promotes a positive image of the Center and

Provides high-quality supervision and management for the student population. Takes swift and appropriate action and positively influences student behavior. Shows respect and courtesy to students and holds them accountable for their actions and behavior.

Provides quality programs and services for students and ensures that quality is maintained and student needs are met. Pursues improvement and enhancement of programs and services.

Exchanges ideas and information, both orally and in writing, in a clear and concise manner and contributes meaningfully to group efforts by offering relevant ideas and knowledge. Provides quality and timely information to DOL/Company when requested.

Other duties as assigned.

Requirements:

Bachelor's degree, Masters preferred.

Valid Driver's License.

Reference Check

5 yrs. of experience in education, training, residential/group living or related field; 2 yrs. of which must be supervisory experience.

A valid NY State teaching certificate and Job Corps or related program experience preferred

Skills Required:

Management

Communication

Education Experience

Training Experience

Shift, Salary, and Benefits: This is a full-time position, \$70,000 yearly, Benefits include Health insurance, Dental insurance, Paid Vacation, Paid Sick, Holidays, 401K/Retirement.

To apply: contact Hope Godchaux by emailing godchaux.hope@jobcorps.org, by faxing (845)887-4762, by telephone at 845-887-5400, mail to Adams and Associates/Delaware Valley Job Corps, PO Box 846, Callicoon, NY12723, or in person at 9368 State Route 97 Callicoon, NY 12723.