**Work Ready Program Director**

Youth & Family is excited to start our new program, Work Ready. The Work Ready Program was created to help Oklahomans become economically self-sufficient by teaching the necessary skills and providing support to strengthen low-income families and improve their financial stability through work readiness activities and employment. The Work Ready Program Director will be responsible for the overall operational and managerial oversight of the contract. The Director will be expected to manage implementation, performance, and continuous quality improvement of the project.

**Job Duties and Responsibilities:**

* Plan, direct, and coordinate program activities to ensure that goals, objectives, and funding requirements are met within the required time frame and parameters
* Review the funding opportunity and program application to determine the time frame, funding limitations, procedures, staffing requirements, and allotment of available resources to various phases of the program
* Recruit, hire, and oversee training and orientation of all staff members
* Attend annual meetings and ensure other key staff members attend
* Oversee preparation of all required reporting and submit reports on time
* Implement a system to evaluate all staff members’ skill, experience, and professional development needs according to YFS policy & procedures.
* Instill a sense of pride and accountability among team members by modeling oversight of individual and program performance standards
* Ensure the success of the WRO Employment Center by collaborating with local leaders and managing site logistics, staff, outputs, and outcomes
* Foster a culture of hope among employees, partners, and participants
* Oversee project operations, employer relationships, data management, and the completion of OHS and WRO Center goals within budget
* Participate in WRO statewide training and technical assistance (TTA) activities as required by OHS and ensure fidelity of the WRO Program Model

**Minimum Qualifications include:** Bachelor’s degree in business administration, public administration, organizational leadership, social work, or related field, at least five (5) years’ experience in a management role, experience developing and evaluating program models and successfully implementing innovative programs, and experience managing paid and voluntary staff members.

For questions, please email [HR@yfsok.org](mailto:HR@yfsok.org) or call Misty at 405-262-6555.