



Job Description

JOB TITLE: Director of Youth and Community Empowering Supports

DEPT: Youth and Community Empowering Supports

REPORTS TO: Executive Director

TYPE OF POSITION: Full-Time, Exempt

APPROVED BY:  **Date:** 3/24/26
Executive Director

SUPERCEDES JOB TITLE AND DESCRIPTION DATED:
Community Programs Director, 2//13/207

Position Summary: Under the general supervision of the Executive Director and in keeping with the mission, values, and strategic priorities of Hale Opio Kauai, the Director of Youth and Community Empowering Supports provides leadership, oversight, and continuous quality improvement for youth and community-based programs and services. This position is responsible for guiding program implementation, supervision, documentation, outcomes, community collaboration, and contract compliance for IMUA! Prevention Programs, KEYS, Diversion Programs, and Ku I Ka Mana. The Director ensures services are youth-centered, culturally responsive, evidence-informed, and aligned with organizational standards, accreditation expectations, and funder requirements.

Qualifications and Requirements

- Knowledge of prevention, youth development, diversion, mentoring, family strengthening, and community-based support services for youth and young adults.
- Knowledge of juvenile justice, behavioral health, education, and social service systems, including community trends and available resources.
- Strong leadership, program development, supervision, communication, facilitation, and relationship-building skills.
- Strong technology proficiency, including word processing, spreadsheets, data tracking, virtual communication tools, and electronic record systems.
- Bachelor's degree in human services, social work, education, public administration, psychology, or a related field required; master's degree preferred.
- At least three years of progressively responsible experience in program oversight, staff supervision, and community-based youth services. Experience with contract management, reporting, and proposal development preferred.

- Demonstrated ability to work effectively with diverse youth, families, staff, community partners, and funders while maintaining professionalism, sound judgment, and confidentiality.

Essential Job Functions

- Provide overall leadership, supervision, and performance management for assigned programs and staff within the Youth and Community Empowering Supports Department.
- Oversee the IMUA! Prevention Programs through direct supervision of the coordinator and collaboration with Educators to ensure effective prevention education, curriculum implementation, outreach, and data collection.
- Oversee the KEYS Program to support positive youth development, life skills growth, engagement, and successful service delivery aligned with program goals.
- Oversee Diversion Programs to ensure timely coordination, participant engagement, service quality, reporting, and strong collaboration with justice-system and community partners.
- Oversee Ku I Ka Mana to support mentoring, family strengthening, youth empowerment, cultural grounding, and community-based programming outcomes.
- Develop, implement, monitor, and improve program systems, workflows, and quality management practices to strengthen effectiveness, consistency, and outcomes across the department.
- Review program performance data, service trends, and outcome measures; identify needs, barriers, and opportunities for improvement and innovation.
- Ensure accurate and timely documentation, case records, reports, invoices, and other required deliverables in accordance with contracts, grants, policies, and procedures.
- Assist in program planning, budgeting, grant development, and contract implementation in partnership with the Executive Director, Controller, and other organizational leaders.
- Support recruitment, onboarding, coaching, training, scheduling, and evaluation of personnel; address performance issues in coordination with organizational leadership and HR processes.
- Represent Hale Opio Kauai and its programs in meetings, coalitions, community events, and partner collaborations, building productive relationships that advance the organization's mission.
- Promote a positive team culture grounded in accountability, communication, respect, cultural humility, trauma-informed practice, and youth-centered service delivery.
- Ensure adherence to Hale Opio Kauai's Code of Ethics, personnel policies, safety expectations, and all applicable laws, regulations, and accreditation or licensing standards.
- Perform direct service support, program coverage, facilitation, observation, or field participation as needed to ensure continuity and responsiveness of services.
- Perform other related duties assigned by the Executive Director.

Working Conditions

- Work is performed in an air-conditioned office environment and in community-based settings, with occasional outdoor activity and interisland travel as needed.
- Normal business hours are generally Monday through Friday; flexibility is required to accommodate occasional evenings, weekends, community events, training, and program needs.
- Equipment used includes a computer, standard office equipment, cell phone, and passenger vehicle or other transportation needed to attend meetings and program activities.

Physical and Mental Demands

- Regularly requires sitting, standing, walking, speaking, listening, reading, writing, computer use, analysis, attention to detail, and the ability to manage multiple priorities.
- Requires sound judgment, adaptability, organization, and the ability to work cooperatively across organizational boundaries to achieve shared goals.
- Occasionally requires lifting, bending, reaching, carrying materials, navigating stairs, and traveling to program or partner sites.

Other Requirements

- Must have access to reliable transportation. If driving for work purposes, must possess a valid driver’s license, maintain a safe and responsible driving record, and maintain required automobile insurance coverage.
- Must successfully complete all required background checks, clearances, training, and onboarding requirements established by Hale Opio Kauai and applicable funders or regulators.
- Must demonstrate sensitivity to the cultural, language, educational, and socioeconomic diversity of youth, families, colleagues, and community members.

Acknowledgment

This job description is intended to describe the general nature and level of work performed by an employee in this position. *It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications.* Hale Opio Kauai reserves the right to revise or assign additional duties as needed to meet organizational and programmatic needs.

<p>This job description is intended to indicate the kind of tasks and levels of work difficulty that will be required of the position given the title <u>Director of Youth and Community Empowering Supports</u> and shall not be construed as declaring all the specific duties and responsibilities. It is not intended to limit or in any way modify the right of the supervisor to assign, direct, and/or control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.</p>

<p>Employee’s Acknowledgement _____ Date _____</p>
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