

LEAP

Deputy Director of Programs

LEAP (Leadership, Education, and Athletics in Partnership) is seeking a highly organized and detail-oriented Deputy Director of Programs to join our Programs team. This full-time, salaried position offers opportunities for growth and leadership within a dynamic organization committed to empowering youth in underserved communities.

The Deputy Director of Programs serves as the key assistant to the Director of Programs (DP), closely aligning with the DP's role and fostering a productive working relationship.

Responsibilities include:

- Supporting the management and implementation of the Programs Department, which encompasses the Children's Program, Youth Development Program, and Aquatics Program.
- Key duties include but are not limited to:
 - Supporting the management of programming, grant reporting, record keeping, staff development, and material distribution.
 - The role demands strong organizational and administrative skills, along with effective communication with LEAP staff, external partners, and participants' families.
 - Success is gauged by the Deputy Director's efficiency in handling tasks for the DP and the overall performance of the program team.

This is a unique opportunity to contribute to a mission-driven organization that makes a real difference in the lives of young people. LEAP offers a competitive salary and benefits package, along with a supportive and collaborative work environment.