



Cleveland Leadership Center

Position Description: Director of High School Programs

General Description

The Director of High School Programs is responsible for design, coordination, and execution of all high school programs delivered by the Cleveland Leadership Center. The Director oversees the execution of the Look Up To Cleveland (LUTC) and Summer LUTC programs, as well as additional ancillary high school programs offered through the Cleveland Leadership Center (CLC). The position reports to the Executive Vice President.

Portfolio of High School Programs

The portfolio of programs that CLC offers to high school students includes the 35-year-old Look Up To Cleveland program, LUTC Summer, Reach Out to Cleveland, Career Compass, Dare2Lead, and customized programs offered to high schools upon request.

Look Up To Cleveland is a seven-month experiential leadership development program offered annually for a cohort of 50-55 high school juniors. Those selected to participate are beginning their junior year in high schools throughout Cuyahoga County. The students represent a diversity of neighborhoods, cultures, ethnicities, races, and thought. LUTC supports these young people seeking to advance their leadership skills and expand their potential for community impact through:

- A highly interactive, intentionally designed leadership curriculum that introduces the students to Cleveland's civic infrastructure
- Exposure to a broad and diverse network of leaders creating change
- A collaborative, immersive exploration of a Cleveland neighborhood and creation of a civic vision for the neighborhood

LUTC Summer is a one-week, condensed version of the school year LUTC program that is offered annually in June. The University Circle based program welcomes up to thirty rising junior and senior high school students from across Northeast Ohio who are seeking to develop their leadership skills, understand Cleveland's assets and challenges, and learn from a diverse cohort of participants.

Reach Out To Cleveland is a service program offered once a week in half-day sessions over five weeks in the summer. The program is designed for a cohort of twenty rising junior and senior high school students to serve in non-profits while learning about the rich network of non-profit organizations that exists throughout the City of Cleveland.

Career Compass invites alumni of CLC programs into Cleveland high schools to meet with students to talk about their careers and life choices post-high school.

Dare2Lead is an evidence-based anti-bullying program that empowers students and educators to interrupt bullying behaviors effectively through strategic action. The program is offered twice a year to students from Northeast Ohio high schools.

Customized Programs are designed upon request from local high schools. Programs can include leadership skill development, civic immersion days, or service experiences.

Position Profile

The successful candidate should have experience in working with youth, preferably in the areas of leadership development and training, program design and delivery, group facilitation, and project management and a demonstrated commitment to diversity, equity, and inclusion. The ideal candidate must excel at balancing multiple responsibilities, including but not limited to developing curriculum, facilitating teams, creating and activating action plans, and managing events. Key skills include strategic thinking and problem solving, management of group dynamics, building collaborations, relationship development, clear written and verbal communication, and ability to function in a team-based and fast-paced environment.

Primary Responsibilities

- Collaborate in setting strategic direction and intended outcomes of the high school suite of programs
- Conceptualize and design program curriculum for Look Up To Cleveland and related programs in partnership with President and CEO and the LUTC Advisory Committee
- Coordinate and facilitate LUTC civic vision teams, including attending all meetings of the planning teams and supporting their self-organizing evolution
- Provide continuity in curriculum and content among program session days for LUTC
- Effectively and frequently communicate with LUTC students, families, volunteers, and educators in all forms (electronic, written, and interpersonal)
- Conduct ongoing assessment and evaluation of LUTC programs at the conclusion of each session and at year's end
- Ensure meaningful engagement, recruitment, training, and retention of alumni and key stakeholders including LUTC Advisory Committee, Selection Committees, and LUTC Class Officers
- Oversee and coordinate selection process, including recruitment of a diverse representation of participants
- Establish and maintain clear, concise messages about LUTC programs and their impact in the community
- Develop and direct content of LUTC printed and on-line collateral in collaboration with the Director of Marketing
- Work closely with the CLC Board and coordinate the LUTC Advisory Committee
- Support and assist the President and CEO in the design, development, and introduction of new offerings and customized opportunities
- Propose and monitor annual LUTC budget and provide accurate reporting
- Explore community collaborations to achieve greater impact in program delivery
- Maintain relationships with program alumni and explore new engagement opportunities to connect alumni with CLC and the City of Cleveland

Position Qualifications

- Bachelor's Degree required
- Experience in working with youth, specifically civic engagement/leadership development/leadership program management

- Demonstrated commitment to Diversity, Equity, and Inclusion
- Flexibility, innovation, and ability to manage effectively in an evolving organizational context
- Ability to draw upon a network of professionals and organizations working in the fields of leadership development, civic education, and civic engagement
- Outstanding oral and written communication abilities
- Fluency with Microsoft Office suite, Excel, Power Point and database management
- Ability to contribute to overall organizational work in a highly collaborative team-based environment

About the Cleveland Leadership Center

The Cleveland Leadership Center (CLC) is a central community resource that provides education, connections, and civic engagement opportunities for leaders of all ages and experience levels. The CLC's interconnected programs educate, connect, and engage committed citizens in the economic, social and political context of our region. The programs target different audiences for leadership development:

- Leadership Cleveland and LC2 Fellows (senior level positions)
- Cleveland Bridge Builders (mid-career)
- OnBoard Cleveland (early career)
- Campus Cleveland (college and young professionals)
- Look up to Cleveland and LookUp Summer Session (high school students)
- Civic Leadership Institute (community members at all ages and stages)
- Legacy Leaders (retired or approaching retirement)
- Alumni Offerings

For more information on the Cleveland Leadership Center please visit www.cleveleads.org.

The Cleveland Leadership Center is an equal employment opportunity employer. CLC offers comprehensive health, dental and vision plans, 401 (K) and a monthly parking stipend.

To apply, please send a cover letter, resume, and salary requirements to:

Becky Borden, Director of Operations

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