



**Position:** Youth Enrichment Site Director

**Full-time;** Monday - Friday, 32 - 40 hours per week

**Organization Description:** Lincoln Heights Outreach Inc. (LHOI) is a nonprofit 501(c)3 organization located in the historic Village of Lincoln Heights and serving Lincoln Heights, Woodlawn, and surrounding communities in Hamilton County, Ohio. Founded in 2012, LHOI focuses on moving families toward self-sufficiency through a wide range of educational, human, and social service programs. The organization's mission centers on empowering individuals and families by supporting their social, emotional, physical, mental, spiritual, and economic well-being. LHOI is recognized as a leading voice and trusted partner for neighborhood stakeholders, nonprofit organizations, government agencies, businesses, and the media on issues affecting the community. Team members join a collaborative environment dedicated to meaningful, community-driven impact.

**Role Description:** The Site Director is a full-time, on-site role based in Cincinnati, OH, responsible for overseeing daily operations and programming for students in grades Kindergarten through 5th grade at Lincoln Heights Elementary School. This role programs, plans, coordinates, and supervises enrichment activities, ensuring the programming is safe, engaging, and appropriate for the age and development of elementary-aged youth.

The Site Director leads and supports youth program staff and volunteers, creates programs, maintains attendance records, and communicates regularly with parents/guardians, school, and community stakeholders. The position monitors program quality, implements behavior management and conflict resolution strategies, and ensures adherence to organizational policies, safety protocols, and funding requirements.

The Site Director also assists with program evaluation, reporting, and outreach efforts to strengthen participation and community relationships.

**Qualifications:**

- Bachelor's degree in Education, Social Work, Youth Development, or a related field preferred.
- 3+ years of program and youth development skills, including planning, coordinating, and leading enrichment activities for children and adolescents.
- Experience working in community-based, nonprofit, or educational settings, preferably serving diverse and under-resourced communities.
- Team leadership and supervision skills, including training, coaching, scheduling, and supporting staff and volunteers.
- Strong communication and relationship-building skills with youth, families, school partners, and community organizations.
- Must be proficient in Google Workspace and Microsoft Office programs, including Google Docs, Google Sheets, Microsoft Word, Excel, and Gmail.
- Organizational and administrative skills, including recordkeeping, reporting, time management, and attention to detail.
- Ability to manage classroom or group dynamics, apply behavior management strategies, and ensure a safe, inclusive environment.
- Ability to work on-site during after-school and/or extended day hours, and to meet any background check or clearance requirements.
- CPR/First Aid certification or willingness to obtain, and reliable transportation to and from the program site.

**To apply, please send your cover letter and resume to [lhoied@lhoicincy.net](mailto:lhoied@lhoicincy.net)**