

TITLE: Program Manager, School and Center-Based Programs

CLASSIFICATION: Full-Time Exempt Salary Range \$48,000 - \$54,000

PRIMARY FUNCTION/PURPOSE

The Program Manager, School and Center-Based Programs plays a central role in the development, coordination, measurement and day-to-day program operations of organization. In partnership with the Program Director and Associate Program Director, The Program Manager is responsible for defining, developing, implementing, and measuring the elementary, middle, and high school program strategy and implementation for the organization. Additionally, the Program Manager will build strong partnerships with schools and community organizations and will serve as an effective leader and advocate for Girls.

#relationshipsarethework

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Program Manager performs a wide range of duties including but not limited to the following:

Plan the Program

- Working independently and with the community and other Girls Inc. team members, plan, manage, and implement activities in the following areas: Girls University summer camp, afterschool program, teen leadership conferences and school-year programs, school break activities, weekend opportunities, and programs during the school day.
- Deeply engage with community leaders, government agencies, school districts, and businesses to determine community needs, develop partners and strengthen Girls Inc. programming.
- Explore the changing interests and developmental needs of girls to keep up to date with changing patterns.
- Participate in the hiring and training of FT and PT Program Facilitators and Coordinators to deliver high-quality programming and achieve organizational impact.
- Performs other duties as assigned

Organize and Facilitate the Program

- Ensure that program activities operate within the policies and procedures of the organization
- Ensure that program activities comply with all relevant legislation and professional standards
- Develop forms and records to document program activities
- Oversee the collection and maintenance of participant records for statistical purposes according to the confidentiality/privacy policy of the organization
- Recruit, engage, and train volunteers for appropriate program activities using established volunteer management practices

Lead the program

- Ensure that activities are adequately covered with trained FT & PT staff, work study students, volunteers and/or interns.
- Communicate with clients and other stakeholders to gain community support for Girls Inc. and to solicit input to improve the program
- Provide guidance and support to staff who implement Girls Inc. curriculum. Specific assistance to include recruitment, lesson planning, assessment and evaluation delivery and program facilitation.
- Represent the agency and serve as liaison between Girls Inc. and community partners; attending community meetings as deemed appropriate for program initiatives.

Serve as a Professional Asset Builder for youth

- Become proficient in the Search Institute's Developmental Relationships Framework
- Takes initiative and seeks opportunities to role model developmental relationships with peers, families, girls and other stakeholders
- Demonstrates empathy and compassion toward others
- Develops a deeper understanding of restorative practices to elevate the critical role of developmental relationships with the girls involved with Girls Inc.
- Become knowledgeable about trauma and Adverse Childhood Experiences (ACEs) and be able to use tools to create a trauma-informed environment.

External Relationship Development

- Publicly represent agency with external constituency groups including community, governmental, and private organizations
- Identify new opportunities to leverage cross-program and departmental strengths
- Communicate with clients and other stakeholders to gain community support for Girls Inc. and to solicit input to improve the program
- Represent the agency and serve as liaison between Girls Inc. and community partners; attending community meetings as deemed appropriate for program initiatives.

Evaluation and Outcomes

- Oversee the collection and maintenance of participant records for statistical purposes according to the confidentiality/privacy policy of the organization
- Oversee participation in Girls Inc. network-wide outcomes measurement strategy: ensure use of girl-tracking system to collect girl data regularly and survey girls annually, as well as for continuous program improvement.
- Serves as a liaison to federal, state agencies and private foundations for ensuring compliance with grant requirement
- Assists in the coordination of the inter-departmental activities to achieve grant program goals and objectives

GENERAL EXPECTATIONS

- **Creativity/Innovation:** Develop new and unique ways to implement activities that inspire girls to be Strong, Smart, and bold
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques. Ability to make effective presentations to audiences and lead small group activities
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization; ability to work unsupervised, seek supervision when necessary and use feedback constructively
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Customer Service:** Respond to customers/clients (children, community members, co-workers, donors, board members, family members, and volunteers) in a timely and thorough manner; does what is necessary to ensure customer/client satisfaction; prioritizes customer's needs and follows up to evaluate customer's satisfaction.
- **Calm and Flexible:** Models patience and self-control and can tolerate creative chaos; can adapt to new or unexpected situations and rebound from setbacks.

REQUIREMENTS

- Bachelor's Degree, with courses in education, recreation, psychology, sociology preferred. Special consideration may be given for equivalent experience and personal qualifications in lieu of a degree.
- Bilingual, Spanish preferred
- Experience in youth work or related field which includes some experience in conducting group sessions, administration, curriculum design, and community relations.
- Ability to communicate with children and foster their involvement and participation in program planning, problem solving, and decision making.
- Ability to coordinate a multi-faceted program, and inspire, stimulate, encourage creativity and innovation.
- Perform physical activities including lifting at least 20 pounds several times a week, bending, stopping, twisting and reaching several times a day
- Record and report significant individual and group behavior to necessary entities, such as the child's caretakers, and or guardians, Girls Inc. President/CEO, Child Protective Services, etc.
- Proficiency in the use of computer for: word processing, presentations, databases, spreadsheets, email, and internet
- Enough maturity and judgment to function in crisis and an ability to present a professional demeanor under a variety of conditions.
- Responsible for own personal safety, your co-workers, and others that might enter your work area.
- Driving requirements: Must maintain a current drivers' license. Must have access to reliable and safe transportation. Willingness and ability to use personal vehicle for work activities.

DESCRIPTION OF THE WORKING ENVIRONMENT

Work environment is the Girls Inc. building; however, many work assignments are completed outside of an office setting, including program outreach sites, schools, community centers, special event locations, and client homes. **Weekend and evening work is required.**

DESCRIPTION OF ORGANIZATIONAL RELATIONSHIP/REPORTING RELATIONSHIP

Supervisor: Associate Program Director
Supervises: FT and PT Program Coordinators and Facilitators
Interns and Volunteers as needed

To apply, send cover letter and resume to:
Sherry Cook, Program Director scook@girlsinca.org