

Job Description

POSITION TITLE:	Program Manager
REPORTS TO:	Program Director
STATUS:	Exempt
POSITIONS SUPERVISED:	AmeriCorps Members

PURPOSE: Leads a team of diverse and dynamic AmeriCorps Members to achieve strategic goals through supervision including hiring, training, coaching, and support. Works collaboratively with fellow program staff to ensure the delivery of high-quality youth development programming in partnership with schools and other community agencies. Responsibilities include conducting and evaluating direct-service program delivery through in and out-of-school time clubs; overseeing, designing and carrying out events and other program opportunities such as camping and outdoor experiences, field trips, and school break day camps. Represents Camp Fire Green Country (CFGC) as a member of the management team to all stakeholders including the Board of Directors, community partners, and funders.

ESSENTIAL FUNCTIONS:

- Lead a program delivery team to implement Camp Fire programs for youth in pre-school through 12th grade
- Oversee program delivery unit in the development and implementation of work plans with accountability measures; monitor progress toward meeting organizational and departmental goals; recognize and celebrate achievements
- Uphold organizational commitment to diversity and inclusion, supervising special initiative programs designed for underserved populations such as Latinx families, LGBTQ+ youth, and other at-risk children
- Maintain and support relationships with community and program partners, program director, program team members and other CFGC staff to provide collaborative affiliations which benefit CFGC youth with club locations, broader adult engagement, support for council events, and other special activities
- Research, identify, and cultivate community and program partnerships to promote expanded learning opportunities – resulting in new partnerships with schools and other community organizations
- Support the design, delivery, and coordination of trainings for all program and council staff in the areas of youth development, program and curricula specifics, leadership, and group management, as well as evaluation, documentation, and organization of members
- Promote professionalism and a philosophy of strong customer satisfaction among program delivery team; ensure that program partners, volunteers, and other recipients of service have opportunities for participation in program decision-making; foster sensitivity to needs of volunteers, parents, and youth; model flexibility in dealing with individuals
- Participate in recruitment, interviewing, screening, and hiring of a program delivery team as AmeriCorps Members
- Develop expertise in the *Thrive Theory of Change*, and other research-based positive youth development approaches
- Train and lead program delivery team to offer a broad assortment of topical programming to youth with all interests including: camping and outdoor education, STEM, performing and creative arts, relationship building and communication, career exploration, etc.
- Collaborate with fellow program staff to complete data collection and integration of the Youth Program Quality Intervention process
- Participate in national, regional, and local professional development opportunities related to youth development, family strengthening, and camp/outdoor related programming
- Perform other tasks as assigned

DESIRED QUALIFICATIONS:

- Education, training, knowledge – Bachelor’s degree in social sciences, education, or youth-related discipline preferred; knowledge of youth development systems, prevention, and general culture of northeastern Oklahoma; good understanding of non-profit operations, organizational group dynamics, planning and outcome measurement concepts; computer proficiency in word processing, spreadsheets, and simple graphic design (Microsoft Outlook, Word, and Excel); bilingual (Spanish/English) a plus
- Professional skills – previous management/supervisory experience; demonstrated ability to communicate effectively in writing and speaking; comfortable with public speaking; commitment to excellence in customer service delivery; organized; able to be held accountable for meeting high performance standards related program development and effectiveness; ability to prioritize and handle multiple tasks; ability to motivate and support others; willingness to engage in difficult conversations with a goal of maintaining and improving relationships
- Personal characteristics – committed to working as part of a diverse and inclusive team; willingness to try new ideas and methods; flexible; calm and courteous under stress, and able to deal with a variety of people; enjoys challenge and change; able to balance and prioritize multiple tasks and duties; possesses constructive conflict resolution skills; resilient, able to bounce back from failure and disappointment; dependable and punctual; uses personal initiative and acts pro-actively in the best interest of the council
- Other – ability to work in excess of 40 hours per week on occasion, some evenings and weekends; available for occasional overnight travel; able to drive 15 passenger van; physical ability to carry and move objects weighing up to 50 pounds; able to reach, stoop, climb, kneel, and move freely in such locations as outdoor camping sites and storage areas

REQUIREMENTS:

- Two years’ experience working with youth in youth development, education, or other relevant experience
- Demonstrated competence interacting with diverse groups of youth
- Attendance at 1-3 council events per month on weekends or evenings
- Able to meet Council employment requirements including acceptable outcomes on background and reference checks, personal auto insurance verification and acceptance by Council auto insurance (must be at least 21 years of age)