



Job Description

POSITION TITLE: Program Manager - Diversity and Inclusion
REPORTS TO: Program Director
STATUS: Non-Exempt
POSITIONS SUPERVISED: AmeriCorps Members, Volunteers

PURPOSE: Provides high-quality, developmental Camp Fire programming to youth, primarily in middle and high school. Works collaboratively with fellow program staff to build the capacity and ensure the effectiveness of Camp Fire programs for marginalized and underserved populations, including Lesbian, Gay, Bisexual, Transgender, Questioning, Queer, 2 Spirit, and Ally (LGBTQ2S+) youth, as well as other targeted groups – in partnership with schools and other community agencies. Responsibilities include recruiting, training, serving, and retaining youth, families, volunteers, and AmeriCorps members; planning, conducting, and evaluating direct-service program delivery through in and out-of-school time clubs; 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 as a member of the management team to all stakeholders including the Board of Directors, community partners, and funders.

ESSENTIAL FUNCTIONS:

- Develop and implement effective Camp Fire programming for Gay-Straight Alliances, Genders & Sexualities Alliances, Diversity and Inclusion (D&I) Clubs, and other social justice focused groups – This includes: recruiting, serving, transporting, and retaining youth; holding weekly meetings; ensuring that youth complete activities in accordance with grade-level program expectations; keeping accurate records of club achievements; celebrating youths' accomplishments
- Champion D&I programming needs and issues related to all Camp Fire program delivery
- Research and identify community and program partnerships to establish new program collaborations with schools and other community organizations as well as serve as resources to benefit the Camp Fire program and organization
- Oversee program delivery staff in the implementation of Camp Fire programming; development and implementation of work plans with accountability measures; monitor progress toward meeting organizational and departmental goals, recognize and celebrate achievements
- Participate as a member of the Management Team
- Assist in the recruitment, interviewing, screening, and hiring of program delivery staff. Serve as mentor, coach, and supervisor to a team of program delivery professionals
- Work with community and program partners, as well as Camp Fire staff in organizing activities for youth – this includes camping, council events, and other special activities
- Monitor and manage program budget items related to diversity and inclusion programs
- Recruit and support volunteers and/or community partnership personnel to assume mentoring position as needed
- Utilize camp/outdoor programming skills to provide enrichment and appreciation of nature
- Develop expertise in the *Thrive Theory of Change*, Camp Fire programs and resources for middle and high school youth, including, but not limited to, Teens in Action, Discovery, and Horizon curricula, and other research-based positive youth development approaches; develop an understanding of the value, benefits and essential features of quality social justice and service-learning programs
- Identify, highlight, and capitalize on the naturally occurring family strengthening outcomes inherent in Camp Fire programming
- Construct and administer surveys of youth in collaboration with Camp Fire staff and program partners
- Coordinate with fellow program staff to complete data collection and integration of the Youth Program Quality Intervention process
- Complete reports and paperwork by deadlines, including Camp Fire registrations, attendance and monthly reports, membership reports, administrative paperwork, and other reports as needed
- Serve as in-house subject matter expert on various aspects of diversity and inclusion to CFGC by providing training, guidance, and resources to staff, stakeholders, and community

- Be a liaison for CFGC with community opportunities and attend pertinent outside agency meetings to develop good contacts and resources to promote Camp Fire in the Tulsa community and to extend Camp Fire Green Country's reach and ensure that children and families receive maximum benefit of programs
- Lead a diverse and dynamic delivery team with appropriate management standards and set a leadership example by being punctual, friendly, and industrious; always promoting mission-based, excellence-focused, and consumer-oriented programs
- Keep abreast of trends in youth development, especially as relates to social justice and issues of concern to LGBTQ2S+ youth, and other marginalized and/or underserved populations
- Participate in national, regional, and local professional development opportunities related to positive youth development, youth leadership, diversity and inclusion, LGBTQ2S+ youth, and family strengthening
- Participate in meetings with community and program partners, Council leaders, program staff, and Council staff
- Perform other tasks as assigned

DESIRED QUALIFICATIONS:

- Committed to working as part of a diverse and inclusive team
- Established success in creation, delivery, and coordination of youth development programming and adult training
- Experience recruiting, managing, supervising, and working with employees and volunteers
- Proficiency with project management, execution, and tracking
- Demonstrated competence interacting with diverse groups of youth
- Exhibited ability to communicate effectively in writing and speaking; high degree of comfort with public speaking
- Able to be held accountable for meeting high performance goals; willing to be cross-trained in other program delivery aspects
- Possess constructive conflict resolution skills
- Solid foundation with evaluation and outcome measurement concepts
- Ability to motivate and support others.
- Knowledge of local youth development systems, community services, nonprofit operations, and general culture of northeastern Oklahoma
- Able to drive 15 passenger van
- Computer proficiency including Microsoft Office Suite
- Personal characteristics – self-motivated; well organized; willingness to try new ideas and methods; demonstrated flexibility; ability to remain calm and courteous under stress; enjoys challenge and change; able to balance and prioritize multiple tasks and duties; resilient; dependable and punctual; able to be held accountable for meeting high performance standards; uses personal initiative and acts pro-actively in the best interest of the council.
- AmeriCorps experience a plus
- Bilingual (Spanish/English) a plus

REQUIREMENTS:

- Bachelor's degree in relevant discipline, such as: human service field, social sciences, gender studies, social justice, education or youth-related field of study or equivalent minimum of at least two years relevant work experience in youth development, behavioral health, education and/or developing, managing, and evaluating youth development programming
- Ability to work in excess of 40 hours per week, some evenings & weekends; available for occasional overnight travel
- Able to carry and move objects weighing up to 40 pounds; able to reach, stoop, climb, kneel, and move freely in such locations as outdoor camping sites and storage areas
- 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)