

**SCHOOL DISTRICT OF FLAGLER COUNTY****JOB DESCRIPTION****YOUTH CENTER PROGRAM MANAGER****QUALIFICATIONS:**

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this position. The requirements listed below are representation of the knowledge, skill and/or ability required to perform the position in a satisfactory manner. Individual abilities may result in some deviation from these guidelines.

1. Bachelor Degree (B.A. or B.S.) and one year of work experience in training and teaching small group instruction and/or direct experience with at risk population.
2. Exceptional oral, written and interpersonal communication skills with the ability to apply common sense to carry out instructions and instruct others, interpret documents, understand procedures, write reports and correspondence, speak clearly.
3. Must be able to read and follow Workforce Investment Act laws, apply and recruit candidates that meet WIA criteria and eligible for services.
4. Must possess strong presentation skills, utilize effective training methods, gather and summarize data for reporting to funding source. The position requires continual attention to detail.

**KNOWLEDGE, SKILLS AND ABILITIES:** The Program Manager is responsible for supporting and monitoring the delivery of quality youth programs in accordance with contract specifications by supervising all aspects of the program's operation. This includes but is not limited to the management of general program oversight including daily project management and reporting functions; materials coordination and resource allocation.

**REPORTS TO:**

Director, Youth Center

### **JOB GOAL**

The incumbent in this position must be able to: read and interpret documents or instruments, perform highly detailed work, assist or guide problem solving, resolve participant issues, perform mathematical functions, conduct meetings and presentations, prepare written communication, perform analytical reasoning, withstand stress, handle multiple, concurrent tasks and multiple interruptions and feel comfortable working with a diverse, non-traditional student population.

### **SUPERVISES:**

Program staff members

### **PERFORMANCE RESPONSIBILITIES:**

1. He/she oversees classroom activities including; ensuring staff adheres to the prescribed lesson plans and that an environment conducive to the learning experience is provided to all participants; he/she also ensures participants are provided with the supervision and guidance necessary to successfully complete the program.
2. The incumbent will, when needed, present educational information to participants in a clear, effective fashion, address questions or concerns and utilize training and instructional methods that reinforce learning. It is expected that the Program Manager use past experience and best practices from their professional experience to enhance the learning experience.
3. The Program Manager is responsible for employee relations at the program site. He/she manages this activity through effective communications, staff meetings, and coaching sessions and by providing feedback to staff, both formally and informally, that is geared toward professional growth and/or performance improvement.
4. When needed he/she takes corrective/disciplinary action in a timely manner and in accordance with company policy. He/she routinely consults with the immediate supervisor and Human Resources to ensure the actions taken are equitable and consistent with the organization's policies and procedures and employment laws.

5. The Program Manager performs the following activities as needed: coordinates training, resolves transportation issues, screens and interviews instructional staff and case manager, recruits eligible participants which may require field work, networking and visiting multiple agencies to recruit participants, conduct parent orientation and coordinate with various local and state agencies.
6. The incumbent plans and coordinates special events such as community service events, projects, plans and schedules field trips and quest speakers; communicates on a regular basis with parents and supporting agencies.
7. The Program Manager strives to build program quality by developing and maintaining positive client relationships with the funding agency, providing constructive feedback directly as well as through written reports and championing program improvement initiatives.
8. The incumbent is responsible for ensuring accurate participant records are maintained for the program as required by the funding source. This includes assessments, case management sessions and case notes, tests, reports and other program related information as required including all participant pay functions.
9. He/she is responsible for the gathering and analyzing exam scores and data for process improvement; assist instructors to determine needs for curriculum and/or process improvements.
10. Notify the immediate supervisor of any concerns that might affect overall operations performance.

**TECHNOLOGY ACCESS:** NO ACCESS

**PHYSICAL REQUIREMENTS:**

The position requires that the incumbent spend time writing, typing, speaking, listening, lifting up to 25 pounds, carrying, sitting, pulling, walking, standing, squatting and reaching.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the Grant approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**ENVIRONMENT:**

The environment is an open classroom type facility that is reasonably clean and comfortable. The incumbent is in a non-confined setting in which he/she is free to move about.

He/she may operate any or all the following; telephone, cellular telephone, copy and fax machines, personal computer, related printer/scanner, or use a variety of teaching aids such as over head, projectors and laptops.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Salary: Grant Funded**