



## **JOB DESCRIPTION**

### **YOUTH PROGRAM MANAGER**

The Youth Programs Manager (YPM) provides the oversight necessary to ensure high quality and safe delivery of all Lubec Community Outreach Center's children's After School and Summer Recreation programs.

The YPM develops a structured weekly schedule for programs that includes a wide range of activities aimed at inspiring, engaging and educating children ages 4 and up.

The YPM works collaboratively with all staff, volunteers and parents. S/he provides daily supervision and guidance to all Youth Program Assistants. The YPM completes annual and end of program employee performance review. In close collaboration with the Executive Director, the YPM supports the development and tracking of an annual budget for youth programs at the LCOC.

The Youth Programs Manager is a positive representative and advocate for LCOC and all families and children within the community. S/he will work to provide a safe, supportive environment where all participating children can thrive.

#### **Youth Programs Manager Representative Duties**

- Develops and implements structured enrichment, social, educational and recreational activities including; planning, scheduling, transportation and any communication or logistics required.
- Provides a welcoming environment for parents, encouraging and fostering parent communication and program participation.
- Maintains confidentiality of all youth programs, and all aspects of confidential information within the center.
- Assures all communications relevant to families are both transparent and clear, and circulated to all relevant and appropriate persons in a timely manner.
- Role models positive language and behavior skills for children and families.
- Meets regularly with the Executive Director to discuss concerns, program changes and ideas.
- Coordinates and implements supervisory meetings with Youth Program Assistants.
- Implement Youth Program Assistants annual and end of summer program performance review.
- Works cooperatively and collaboratively with all LCOC staff to foster an atmosphere of respect and teamwork.
- Develops, implements and oversees a staff schedule to ensure that all areas utilized are safe and clean.



- Develops, implements and oversees program staffing schedule that includes substitute list and applies down-staff policy when appropriate.
- Completes all LCOOC required documentation including but not limited to: volunteer tracking and documentation, youth program accounts receivable & payable, and program participation/attendance.
- Administers and collects end of program parent and Youth Program Assistant survey.
- Leads the hiring, training, schedule and orientation for Summer Recreation staff and ensures the development of curriculum (themes, activities and field trips) for the program.
- Attend and participate in LCOOC staff meetings and organizational functions as requested by Director.
- Follows LCOOC employee handbook, financial and organizational policies.
- All other duties as assigned.

### **Essential Functions:**

Physical and mental ability to provide and be involved in intensive educational, enrichment and recreational programs with youth. Must be able to satisfactorily pass First Aid and CPR training. Visual/hearing ability sufficient for effective communication on a written and verbal level. Must have the ability to be flexible to change in work hours and work responsibilities to support LCOOC programs. Must have the ability to positively handle stressful situations. Must be able to stand for long periods of time, to work outside in cold or hot temperatures and in direct sunlight. Must have the ability to move quickly to intercept/redirect a child. Must be able to follow directions and established policies and procedures.

### **Qualifications:**

- Candidates must be at least 21 years of age, and hold a high school diploma or equivalent.
- Must enjoy working with children ranging in age from 4-13, as well as the overall public.
- Proven experience teaching or working with youth in a professional setting. A degree in Child Development or Education and proven experience in administration preferred.
- Must pass SBI and DHS background checks and maintain as current thereafter.
- Must possess good interpersonal and communication skills with youth, adults, and community.
- Individual should be self-motivating and have the ability and common sense to take initiative as appropriate.
- Compassion for others, an ability to deal with ambiguity and a keen sense of humor are required.

Candidates should email cover letter, resume and 3 references (2 professional and 1 personal) to Jennifer Bristol, Executive Director, at [director@lubecoutreach.org](mailto:director@lubecoutreach.org)