



<b>Job Title: Youth Development Program Manager</b>	<b>Annual Salary: \$51,000</b>
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<b>FTE: 1.0</b>
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<b>LAST UPDATE: January 2024</b>
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<b>REPORTS TO: Director of Programs</b>
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<b>CLASSIFICATION: Full-time Exempt</b>
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Empower House transforms communities through women and girls by providing access to vital health services, quality education, and advocacy opportunities. Empower House envisions a world where women and girls achieve empowerment, equity, and justice.

The ideal candidate for this position can share their passion for grassroots community transformation and connect their professional and volunteer experiences to our mission. The candidate should have a deep understanding of Restorative Justice. Our organizational philosophy is based on understanding the implications at the intersections of sexism, racism, and other forms of oppression that prevent full participation for women and girls in flourishing community. Women, people of color, LGBTQ and nonbinary individuals are strongly encouraged to apply.

Reporting to the Director of Programs, the Youth Development Program Manager is responsible for the management, facilitation, and implementation of the Youth Development out-of-school-time program. This position is full time.

### **Responsibilities:**

#### **Management**

- Collaborates with leadership to set goals and outcomes indicators.
- Management of budgets.
- Collaborates with YDP team and leadership to ensure quality programming that meets Empower House's mission and funding guidelines.
- Sets staff schedule and workflow in alignment with program goals.
- Serves as a representative of Empower House to parents, school districts, and other program partners.
- Team management, including scheduling, performance evaluations, and corrective processes for YDP staff (in-school and afterschool), interns, tutors and volunteers.
- Maintains & expands effective collaborative relationships with schools, orgs, etc. and serves as liaison between youth program staff.
- Order supplies and equipment when necessary and within budget requirements.
- Responsibilities include interviewing, hiring, and training employees.

#### **Data**

- Maintains systems for data collection within Salesforce and ensures Youth Development data accuracy.
- Maintains accurate and up-to-date administrative records (list of contacts, calendar, planning documents, email).
- Creates and maintains monthly and quarterly reports

### **Programming**

- Manages and facilitates programming including interaction with students and participating in all activities (SEL development, goal setting, arts, STEM, sex education, writing, sports, field trips, service-learning projects, circles, etc.).
- Facilitates age-appropriate program and lesson planning, providing support to YDP staff.
- Uses restorative practices to inform the discipline process.
- Plans transportation and drives Empower House van as needed for participant drop off and pick-up.
- Other duties as assigned.

### **Communication:**

- Uphold the EMPOWER HOUSE values of Solidarity, Empathy, Collaboration and Creativity.
- Demonstrates a willingness to cooperate and add to a positive team dynamic.
- Collaborate with high-performance, constructive peer groups.
- Must have deep understanding of trauma informed care.
- Must have strong public speaking/presentation skills.
- Must be able to utilize resources available with referrals to assist families in crisis.

### **Qualifications**

This is an extraordinary opportunity for an individual with a passion for culturally relevant youth development through a restorative justice lens.

Specific requirements include:

- Bachelor's degree
- Excellent verbal and written communication skills with exceptional attention to details
- Ability to establish and maintain collaborative relationships with diverse communities and organizational stakeholders.
- Demonstrate proficiency in computer skills
- Strong organizational skills
- Evidence of successfully planning and organizing work with short- and long-term timeframes.
- Must have the ability to thrive in a flexible, fast paced growth-oriented environment

Empower House provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. Empower House will provide reasonable accommodations for qualified individuals with disabilities.