



JOB DESCRIPTION

JOB TITLE: Program Manager Full-Time	LAST UPDATE: March 2017
REPORTS TO: Director of Programs/E.D.	Salary Range: 31,000-35,000

POSITION SUMMARY:

The Girl Zone Program Manager is responsible for the management, facilitation, and implementation of the Girl Zone Out-of-School-Time Program. The position is a Full Time position.

Programming

Manages and Facilitates programming including interacting with students and participating in all activities (including arts, STEM, Sex Ed, writing, sports, field trips, and special projects)
Serves as representative of the Center to school districts and other program partners
Plans lessons and finds suitable curriculum materials for various age groups
Implements GZ principles and discipline process

Data

Sets goals and outcome indicators (with Director)
Collects and aggregates data for reporting
Maintains administrative records (registration forms, permission forms, attendance, list of contacts, monthly or weekly calendar, planning documents, email correspondence)
Duties as assigned

Management

Responsible for team management including scheduling, performance evaluations and disciplinary processes
Works with the Director to ensure quality programming that meets the Center's mission and funding guidelines.
Manages volunteer and intern opportunities (with development team), and Girl Zone special guests
Manages Project budgets as assigned
Plans transportation

Employment Requirements: Girl Zone Program Manager

SKILLS:

- Excellent organizational skills
- Excellent communication skills
- Must be able to conduct themselves in a professional manner that demonstrates respect for others at all times
- Demonstrated leadership in planning of program activities and events
- Able to work collaboratively with other staff members in a team environment
- Personnel management experience (1-2 years)

OTHER REQUIREMENTS:

- Bachelor's Degree
- 3-5 years Youth development experience
- Background check required
- Reliable transportation

PHYSICAL REQUIREMENTS:

- Able to lift 10 – 20 lbs. of files, reports, documents, or supplies
- Able to bend at the waist, kneel or crouch as necessary to perform essential duties
- Able to sit or stand for long periods of time as necessary to perform essential duties