



North East Community Center Position Description

Title: Teen Program Manager

Classification: Full-time, hourly, benefits-eligible

Hours: 35 hours per week, may involve evening or weekend work on occasion

Primary Role: The Teen Program Manager plans and manages the operations of the *Teen Team* and *Youth Council*, NECC's two leadership and community-service programs for youth ages 14 to 18 in the Webutuck School District. This position also assists the Teen Program Director as needed with the Teen Jobs Program, which provides youth with work skills training and paid internships at local businesses and organization. The Manager reports to the Teen Program Director and provides supervision to the Teen Team Assistant.

Responsibilities:

For the Teen Team, the Teen Program Manager will:

- Conduct outreach to enroll new students to maintain an enrollment of at least 24 youth who participate regularly for at least a year.
- Plan community service activities, healthy life skills education, recreation, and cultural activities to support positive youth development.
- Create a monthly calendar of activities (approx. 3 Teen Team activities and 2 Youth Council meetings) based on students' interests and needs.
- Create and strengthen partnerships with other organizations, such as Dutchess Mediation Center, the Wassaic Project, EPIC (Engaging People in Change), the Village of Millerton, and others as appropriate.
- Update social media (Instagram, Facebook) and school bulletin board at least once per month.
- Communicate with parents about activities for their children and obtain permission for student attendance on trips when required.
- Research costs and create itineraries for trips; budget and account for all trip expenses.
- Accompany, supervise, and mentor participants on all trips.
- Refer teens and families to appropriate resources within NECC.
- Transport students in 12-passenger van (including city and interstate driving).
- Maintain attendance records for all activities, keep other records and documents outcomes as required by funders and share this information with the Program Director.
- Administer READY survey twice yearly (in December and June) and share results with the Program Director.

For the Teen Council, the Teen Program Manager will:

- Conduct outreach to enroll new students to maintain an enrollment of at least 20 youth participating regularly over the year.
- Plan activities and arrange guest speakers and workshops (at least 6/year).
- Transport students to and from meetings.
- Provide food; set up before and clean up after meetings.

For Teen Jobs, the Teen Program Manager will:

- Conduct outreach to youth populations and Webutuck High School to enroll participants.

- Assist Program Director with enrollment paperwork.
- Support and encourage interns to attend program activities and meetings.
- Assist at work skills trainings.

As a member of the NECC and Teen Program staff, the Teen Program Manager will:

- Consult with Teen Program Director for scheduling of activities and events; ensure no conflicts will occur between Teen Program activities and events.
- Communicate regularly with the Teen Program Director to discuss program progress and resolve problems.
- Supervise the Teen Program Assistant.
- Participate in required staff and team meetings.
- Follow all NECC Policies & Procedures.
- All other duties as assigned.

Required Skills and Behaviors:

- Must be motivated and comfortable working with teens.
- Able to plan age-appropriate community service, education, and recreational activities.
- Approaches work in an organized way, is able to prioritize, and is able to communicate well in person, writing, and via necessary technologies.
- Able to participate as an active team member, working well with supervisor, staff and clients.
- Experience working with people from diverse ethnic, cultural and socioeconomic backgrounds.
- Utilizes proactive thinking and problem-solving skills.
- Ability to maintain patient, professional demeanor when dealing with diverse community of volunteers, parents, community members, board members, staff, donors, and others.
- Ability to responsibly manage confidential and/or sensitive information.
- Ability to complete mandated child abuse reporter training and fulfill this responsibility in an accurate and timely manner.
- Models NECC values at all times.

Qualifications:

Required:

- Minimum two years providing programs for adolescents.
- Must be at least 25 years old with good driving record.
- Current driver's license and Defensive Driving certificate
- Some knowledge of child and adolescent development.
- Proficiency in MS Word and Excel; Photoshop or desktop publishing software experience preferred.
- Training, including but not limited to, First Aid/CPR, Youth Mental Health First Aid, and Mandated Reporter certification
- Completes background check through central database and fingerprinting

Preferred:

- Experience managing basic program budgets.
- Bachelor's degree in relevant area.
- Spanish-speaking a plus.

Supervisor(s):

Jackie Osnato, Teen Program Director, will provide direct supervision.

Anna Clune, Director of Programs, may provide additional supervision and oversight

Effective: November 8, 2018