



POSITION DESCRIPTION

TITLE: Program Manager

PERFORMANCE PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Clubhouse

REPORTS TO: Clubhouse Director

☐ Exempt ☒ Non-Exempt

PRIMARY FUNCTION:

Plan, implement, supervise and evaluate all programs and activities in each of the five Core program areas; Character & Leadership Development, Health & Life Skills, Art, Sports, Fitness & Recreation, and Education & Career Development, for the Kindergarten through fifth grade members.

KEY ROLES (Essential Job Responsibilities):

Value Driven Leadership

Purse GREATness

- Assist the Unit Director to maintain a facility, which houses a Clubhouse environment conducive to our staff professionals and volunteers improving the member experience every day.

Make an Individual Impact

- Serve as a role model, mentor and coach to help our Club members, professionals and volunteers have an impactful Club experience.

Build Safe Kids & Clubs

- Assist Unit Director to ensure the Lockwood Clubhouse is a safe and healthy environment for all members, staff professionals and volunteers.
- Ensure appropriate programs and activities include the necessary information and tools to assist members with developing the skills to be physically and emotionally safe in or out of the Clubhouse.

Program Development and Implementation

- Contribute to the growth and success of the Clubhouse members through:
 - coordinating the planning and implementation of programs and activities for the Kindergarten through 5th grade members and guests;
 - development and implementation of new programs, which meet the changing needs and interests of Club members; and
 - recruitment and promotion of member participation in all programs and activities.



- Recommend requisitions, as necessary and coordinate the purchasing of all program-related supplies & materials.
- Monitor and evaluate Clubhouse programs and activities to measure progress toward established goals and targets. Recommend program modifications to maintain progress and respond to the changing needs and interests of Club members.

Supervision

- Assist the Unit Director with the overall leadership and direction of the Lockwood Clubhouse and serve as the lead staff in the Unit Director's absence.
- Assist in the training and development of part-time program coordinators through ongoing coaching and feedback on the development and implementation of their programs.

ADDITIONAL RESPONSIBILITIES:

- Organize and participate in special programs and/or events as needed
- Serve as an active member of the Club's Staff Advisory Committee
- Assume other duties as assigned

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

External: Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems.

SKILLS/KNOWLEDGE REQUIRED:

- Ability to motivate youth and manage behavior
- Ability to plan and implement quality programs for youth
- Ability to organize and supervise youth in a safe environment
- Knowledge of youth development
- Mandatory CPR and First Aid Certifications
- Possess or ability to obtain a Class B Commercial Driver's License

SKILLS/KNOWLEDGE PREFERRED:

- Bachelor's degree in education, youth development or related field
- Minimum five years of experience planning and implementing youth programs
- Ability to recruit, train, supervise, and motivate staff
- Ability to deal with the general public

GREAT FUTURES START HERE.



PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

All positions in our Clubhouses have daily interaction with Club members and involve a good deal of standing, bending, twisting and physical/athletic activity one might expect working with school-age youth. Additionally, there will be regular individual lifting of supplies and materials, which could weigh up to 50 pounds.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor should it be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Lockwood Program Manager

Date

Lockwood Unit Director

Date

VP, Culture & Innovation

Date