

GREAT FUTURES START HERE.



POSITION DESCRIPTION

POSITION: Workforce Development Program Manager
PERFORMANCE PROFILE: Management Professional
DEPARTMENT: Teen Services
REPORTS TO: Director, Teen Services

Non-Exempt Exempt

PRIMARY FUNCTION:

The Workforce Development Program Manager is responsible for developing and implementing career exploration and readiness programs and strategies and providing support to middle and high school students across the Boys & Girls Clubs of Yellowstone County. The Workforce Development Manager will perform both administrative and youth development functions.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Ensure programs, services and activities prepare youth for success, promoting the safety of members and quality of programs at all times. Provide guidance and role modeling to members.

Health and Safety

2. Ensure a healthy and safe environment, supervising members in the program area.

3. Support administrative systems by registering new members and aiding regular maintenance of membership database.

Program Development and Implementation

4. Develop and implement career exploration and skill development programs.

5. Contribute to the overall success of Teen Services by:

- Coordinating the planning, organizing and implementation of program services and activities for drop in members and visitors.
- Initiating new programs with the approval of the Director of Teen Services.
- Recommending the development of service area programs; and
- Promoting and stimulating program participation.

6. Prepare needed requisitions; controlling expenditures against monthly supply budget.

7. Ensure quality improvement by monitoring and evaluating program achievement against target goals, recommending modifications that respond to member needs and interests, and participating in weekly Clubhouse staff meetings.

ADDITIONAL RESPONSIBILITIES:

- Participate in or organize special programs and/or events as needed.
- Provide support & leadership in the absence of the Director of Teen Services.
- 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 & QUALIFICATIONS:

- Knowledge and experience with youth development.
- Ability to motivate youth and manage behavior problems.
- Ability to deal with families and the public.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Ability to communicate effectively using written and oral communication skills
- Ability to use current technology to maintain records and obtain data and information
- Ability to pass background check and drug test
- Possess or be able to obtain CPR and First Aid Certifications.
- Must be 21 years of age and possess a valid Montana Driver's License
- Possess or be able to obtain a Class B CDL.
- Bachelor's degree preferred.
- Five-years of experience in planning and implementing youth programs preferred.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

At times, the position requires the ability to work on feet for extended periods of time and the ability to lift up to fifty 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 to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.