



POSITION DESCRIPTION

TITLE: Elementary Program Manager

PERFORMANCE PROFILE SOURCE: Management Professional

DEPARTMENT: Programs

REPORTS TO: Director, Elementary Operations

x 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

-Lead part-time staff to maintain a clean, positive Clubhouse environment conducive to improving the daily member experience.

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

- With assistance from the Director, Elementary Operation ensure the Clubhouse is a safe and healthy environment for all members, staff professionals and volunteers.
- Ensure all Clubhouse programs and activities include the information, skills, and tools To be physically and emotionally safe inside and outside of the Clubhouse.

Program Development and Implementation

- Develop an overall daily experience that contributes to the growth and success of each elementary member through the:
 - o Full implementation of trauma-informed practices,
 - o Coordination of the planning and implementation of programs and activities For the kindergarten through 5th grade members and guests, and
 - o Development and implementation of new programs, which meet the changing needs and interests of Club members.

Elementary Program Manager

Updated 09-08-2026

GREAT FUTURES START **HERE.**



- Organize and approve the purchase of all Clubhouse program-related supplies & materials.
- With support from the Director, Elementary Outcomes monitor and evaluate all Clubhouse programs and activities to ensure progress toward established goals and targets. Recommend program modifications to maintain progress and respond to the changing needs and interests of Club members.

Supervision

- With support from the Director, Elementary Operations and Director, Elementary Outcomes, provide leadership, training, and direction to part-time Program Coordinators and Youth Development Assistants.

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
- Bachelor's degree in education, youth development or related field
- Knowledge of youth development
- Mandatory CPR and First Aid Certifications
- Possess or 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.

Elementary Program Manager	Date
Director, Elementary Operations	Date
VP, Culture & Innovation	Date