



JOB TITLE: Program Manager

JOB DESCRIPTION: The Program Manager assists the Executive Director with all YPN activities, provides oversight of all assigned agency programs, and provides management and supervision for grants and contracts for these programs.

REPORTS TO: Executive Director

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General Duties:

- Assist the Executive Director with all YPN activities as requested.
- Manage, develop, implement and evaluate program effectiveness and impact.
- Recruit, select, train, supervise, and evaluate all staff associated with specific programs.
- Assist in the volunteer approval process, providing support to program staff.
- Network with community professionals and resource providers in an effort to develop and establish partnerships in the communities served by YPN.
- Provide public speaking to promote all aspects of agency programs.
- Attend regular meetings and maintain close communication with the Executive Director, YouthPort Leadership, and other professionals, neighborhood associations, funders, and volunteers.

Documentation

- Exceeds agency standards for documentation completion.
- Completes accurate and timely documentation of all service activities. Files all reports required by funders and the agency.
- Manage financial status of programs through the development, preparation, and monitoring of program budgets and grants.
- Maintain accurate program records, financial reports, submit vouchers for payment as required.
- Maintain accurate records of tracking material and submit reports to the Executive Director as requested.
- Provides professional written and verbal communications.

Responsible Work Performance Expectations

- Practices preventative, safe work habits.
- Observes all laws, safety mandates, agency expectations, and regulations.
- Provides timely employment paperwork.
- Participates in required trainings as scheduled.

Support Agency/Program Mission & Values

- Interacts with youth & families, volunteers, community partners, and all YPN visitors in a respectful, strength-based manner.
- Practices a strong commitment to diversity and inclusion.
- Maintain confidentiality related to program participants, programs and other activities.
- Subscribes to positive, solutions-based approach.
- Follows and models the Code of Conduct and Ethical Standards as outlined in the YPN Agency Handbook.
- All other duties as assigned by agency needs.

QUALIFICATION/REQUIREMENTS: Human service degree or 5+ years of relevant experience, basic computer skills, data entry, people skills, able to work normal business hours with some flexibility. Attendance required Thursday evenings.

FULL TIME EXEMPT STATUS