



## Youth Program Manager

### **Mission Statement:**

The mission of the Armory Youth Project is to provide a safe environment where young people can build community and be encouraged in their educational, emotional, physical, and Christian spiritual development.

**Status: Part Time up to 32 hours.**

**Reports to:** Executive Director

### **Job Summary:**

The Program Manager will be under the direction & supervision of the Executive Director. As part of the Armory Youth Project (AYP) team, the Program Manager will oversee the program instructors, youth assistants and program volunteers. The Program Manager will lead the development and coordination of youth after school programs, special events, and other new programs or events as needed. Specific responsibilities will primarily involve the evidence-based learning curriculum with various opportunities to contribute creatively in each of the areas of our mission.

The Program Manager will assist in providing youth development resources for staff and volunteers. The program manager will be responsible for implementing, monitoring, and tracking evidence-based training and programming.

The Program Manager should possess a sincere and deep commitment to the AYP's mission and vision, understanding AYP's purpose as an organization and able to follow the methods of AYP's by-laws. AYP strives to utilize the various gifts and skills of its AYP team members in order to be the most effective team in reaching our community's youth.

### **Job Requirements and Qualifications:**

- High School Diploma or equivalent
- 2-year degree from an accredited college or university required
- 4- year degree preferred in education, social work, programming or similar preferred
- 3- 5 years of youth programming, or related experience
- Experience in creating programs and/or lesson plans for 6-12 grade youth.
- Professional in appearance and demeanor
- Ability to work flexible hours between 9:00a.m. – 6:00 p.m., some evenings and weekends as needed.
- A strong interpersonal and communication skills to effectively interact with youth and adults from various backgrounds.
- Youth development experience preferred
- Supervision experience preferred
- Must pass a pre-employment background check
- Ability to lift and carry up to 30lbs, walk, bend and stoop or stand on a routine basis.

### **Job Duties:**

#### **Essential Duties and Percentage of Time Spent Annually**

<b>Youth Programming:</b>	80%
1. Oversee the implementation of Discover You evidence-based learning.	
2. Compile and report on evidence-based data	
3. Help to measure and quantify pillars and mission statement.	
4. Work with committee to develop unique youth attracting programming.	
5. Coordinate the development and implementation of all programs.	
6. Identify community opportunities and collaborations.	
7. Develop a strong professional network with organizations and leaders working in child development.	
8. Mentor other team program members and support an effective team dynamic.	
9. Work with youth and provide direction to youth staff and volunteers.	
10. Assist in managing program risk and program quality.	
<b>Other</b>	20%
1. Assist in planning and implementing Armory special events focused on youth.	
2. Participate in fundraising efforts.	
3. Facilitation and instruction.	
4. Collaborate with Social Media Specialist to advertise upcoming programs.	

- Required to take the following classes
  - MiLeap Youth Development Training
  - Evidence Based Training
  - First Aid//CPR/AED
  - ServSafe
  - Stop the Bleed
  - Active Shooter
  - Mental Health First Aid
- Committee Requirements
  - Youth Engagement
  - Youth Advisory

Employee Name \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor Name \_\_\_\_\_ Date \_\_\_\_\_