



**Job Title:** Program Manager, Youth Thrive  
**Supervises:** Youth Thrive Coordinator  
**Supervised By:** VP, Resident Services  
**Employee Status:** Salary – exempt  
**Salary & Benefits:** \$37,000 - \$43,000 annually

### **Job Summary:**

**The purpose of Sarasota Housing Authority's Youth Thrive program is to engage young people, enrich their lives, inspire them to dream and empower them to set and work toward goals that will enable them to break the intergenerational cycle of poverty. To achieve this, the Youth Thrive Program Manager is responsible for developing and implementing youth programs that foster positive social, emotional and academic development.**

The *Youth Thrive* Program Manager is responsible for the quality of daily operations and programming for Sarasota Housing Authority's *Youth Thrive program*, with the primary concern for program development and operation, service delivery, supervision and training of staff, community relations and engagement, and safety of children. This encompasses planning, coordinating, implementing, and supervising.

The Program Manager is to provide a safe, fun and developmental environment for *Youth Thrive* participants. Must be able to manage large groups of students and have knowledge of school-aged programming. Strong communication, supervisory and excellent organizational skills are critical.

Must have flexibility to amend schedule to meet the needs of the program and/or staff when required.

### **Primary Duties / Responsibilities:**

- Plan, oversee and manage after-school tutoring and summer enrichment programs
- Develop diverse in-house programming for SHA youth
- Supervise and organize all youth field trips including consulting with venues and obtaining cost approval from immediate supervisor, scheduling staff coverage on and off-site during field trips
- Maintain records and data on each Youth Thrive participant consistent with funder requirements
- Develop relationships with other youth organizations to extend their programs to SHA youth
- Directly supervise all *Youth Thrive* staff, which includes daily guidance and regular feedback
- Provide attentive and responsive supervision of Youth Thrive participants
- Establish positive rapport with parents, staff, funders and licensing agencies
- Effectively maintain and organize all equipment, supplies and inventories
- Monitor, complete and submit all attendance requirements
- Maintain cleanliness & organization of site and facilities
- Effectively handle all emergency incidents that occur in program, using mature sound judgment
- Maintain SHA, HSAC and other program funders' standards for youth programs
- Promote and market ALL *Youth Thrive* programs by actively engaging and recruiting youth and families on a consistent basis

## **Skills / Requirements**

- High school diploma or GED. Bachelor's Degree strongly preferred
- Direct experience supervising children
- Fluency in working with administrative software such as Word and Excel and managing participant information into online data management systems is preferred
- Direct experience supervising staff
- First Aid, CPR & AED within 90 days of hire
- Ability to respond quickly to conflict/unsafe/dangerous situations
- Be physically active for long periods
- Frequent bending, reaching and walking
- Ability to work outdoors in various weather conditions. For example: playing with youth in outdoor sports activities, going to the pool with the youth in the summer, outdoor field trips, etc

## **Candidate Preferences**

- Dynamic facilitation skills when leading youth groups through academic and enrichment activities is preferred
- Experience in serving low income and multi-ethnic population of children preferred.
- Experience in empowering and supervising staff through a proactive leadership approach to ensure high quality daily operations and programming standards for the Youth Center
- From time to time, the Program Manager will need to manage and supervise large groups of youth with the support of staff team during off-site field trips and maintain the highest standards for safety
- Experience in academic curriculum development and implementation is preferred
- Experience in coordinating and developing administrative documentation to support lead agency policies and procedures, funder contractual expectations and working with subcontracted enrichment providers is highly preferred.

This job description may not be all-inclusive, and employees are expected to perform all other duties as assigned and directed through consultation with immediate supervisor. Job description and responsibilities may be modified when deemed appropriate by management and must be communicated to employee. Executive management will review job description annually or as needed.