



CULTIVATE COLLABORATIVE COMMUNITIES

## Youth Program Manager Job Description GMCC

**Start Date:** ASAP

**Pay:** \$48,000 - \$55,000/year

**Type:** exempt, full-time, estimated 40 hours per week

**Hours:** Program Manager is expected to be on-site for active programming, providing direct service to youth (teaching and tutoring). Hours will vary, but programming times are estimated to be:

- For 10 weeks during school semesters (Spring and Fall), programming may take place
  - two to three weekday evenings (5pm-8pm)
  - one day per weekend (four hours on a Saturday or Sunday)
- During the Summer, programming will take place all day 8am - 4pm or 9am - 5pm for an estimated four weeks (Summer Intensive/Camp)

**Reports to:** Director of Youth Initiatives

**Direct Reports:** Program Manager will support the Director of Youth Initiatives in supervising and leading the team of part time guides

**Organization Summary:** GMCC has a 117-year history collaborating with communities to make a positive impact throughout Minnesota. Our initiatives and programs have included advocacy and education around equity and poverty; volunteerism and service learning; mentoring and youth development; support services for seniors; and food security. Today, GMCC is an entrepreneurial organization that partners with the communities most impacted by a challenge or opportunity to co-design and lead a response. We work in the areas of youth, food, and well-being.

### **GMCC Youth Initiatives include:**

- Out-of-school, skill-building STEAM (science, technology, engineering, arts, and mathematics) programming
- Integrated trauma-informed, whole-child, and studio-based approach to teaching and learning.
- A belief that all young people are geniuses, and our programs and offerings help them “find their genius.” (Genius Labs)
- Hands-on, challenge-based activities that foster creativity, independence, critical thinking, and self-awareness (Genius Labs)
- Curriculum to develop digital technology skills, spark an interest in technology, and position them for careers in technology or those that require use of technology. (Tech Teens)

- Efforts to engage parents, teachers, caregivers, and other stakeholders and caregivers in children's education to provide a constellation of support and improve academic achievement
- A focus on decreasing educational disparities by supporting young people with foundational skills in reading, writing & math and to promote a love for learning.

**Role Overview:** The Youth Program Manager will work in collaboration with the Director of Youth Initiatives and other colleagues to design and execute logistics of the organization's youth services and programming; lead active programming and direct service to youth (teaching and tutoring); build partnerships and collaborations; and design and execute evaluation and assessment strategies, ultimately ensuring effective execution of the program vision and plan as developed by the Youth Team.

#### **Instruction and Direct Interaction with Youth 40%**

- Lead programming hours and implement curriculum, guiding students through critical thought in one-on-one or small group sessions
- Build healthy relationships with youth participants
- Set individual monthly goals (from students and from teachers or guardians) for each youth to inspire a commitment toward holistic education and wellness
- Ensure activities follow organizational policies, protocols, and best practices and fulfill grant obligations
- Address challenges and obstacles as they arise
- Tutor and provide homework to youth of all ages; support staff and volunteers in providing tutoring and homework help

#### **Community Outreach, Recruitment, and Partnership Development 20%**

- Recruit youth to ensure adequate participation in GMCC youth programming and to ensure we are engaging those who could benefit most
- Recruit and forge partnerships with area schools and youth organizations to determine collaboration opportunities and synergies
- Facilitate strategic communications and marketing efforts including press releases and pitches; videography and photography; podcasts; and other content that document and promote the programs
- Complete phone calls with teachers, students and parents to ensure goal completion
- Work with the Director to identify and support visiting Instructors and temp/part time Lead and Assistant Guides

#### **Curriculum Development 20%**

- Support ongoing curriculum development; design enriching, engaging and relevant learning experiences that lead to growth and flourishing and that include topics on art, food and nutrition, physical activity, digital technologies, and social emotional learning
- Support team meetings with Guides and Initiative Coordinators to discuss course corrections and strategic approaches

- Identify, engage, and coordinate auxiliary partners and visiting instructors to provide events, programming, and curriculum
- Ensure programming is trauma-informed, whole-child, and uses studio-based approaches to teaching and learning.

#### **Administration 10%**

- Identify and fulfill logistics related to program delivery (set up, supplies, scheduling)
- Maintain accurate program records, including participant attendance, performance, and outcomes.
- Document and file lesson plans
- Complete observational documentation
- Attend and actively participate in relevant staff meetings and professional development opportunities.
- Other duties as assigned

#### **Research, Development, and Evaluation 10%**

- Draft funding reports
- Develop and execute plans to evaluate program results, impact, and outcomes
- Collect, analyze, and maintain data related to initiatives including qualitative and quantitative initiative impact (including surveys and interviews)
- Gather external research on topics related to current and future initiatives
- Complete environmental scans and needs assessments to determine where GMCC can add value, including addressing challenges, leveraging opportunities, and filling gaps

#### **Qualifications**

- Willingness and ability to keep a flexible schedule, including working some evenings and weekends and hours that fluctuate
- Experience managing or coordinating programs, projects, or initiatives
- Group and individual teaching experience with young people ages 6-18
- Ability to work independently, take initiative, and track and meet goals
- Attention to detail and ability to organize and prioritize multiple tasks and meet deadlines
- Ability to think critically to solve problems and thrive on challenges
- Ability to maintain and support confidentiality
- Experience and competence working with people from backgrounds other than your own
- Committed to equity, social justice, and building intercultural skills
- Excellent interpersonal skills; interest in building interpersonal connections with youth
- Ability to participate as a team player in achieving department and organizational goals
- Ability to communicate clearly and diplomatically, both orally and in written form, with people from various backgrounds

#### **How to Apply**

GMCC (founded as Greater Minneapolis Council of Churches)  
 1100 East Lake St., Minneapolis, MN 55407  
 612-276-1500 | gmcc.org | info@gmcc.org

GMCC works with Oasis DEG for Human Resources and Recruitment. Go to [www.oasisdeg.com](http://www.oasisdeg.com) and enter the following credentials:

1. Username: GMCC
2. Password: applicant
3. Use [myoung@gmcc.org](mailto:myoung@gmcc.org) for the hiring manager's email when prompted
4. With your application please include a résumé, cover letter, and three references.