



**Youth Program Manager**  
**Career Exploration and Workforce Development Specialist**  
**Job Description**  
**GMCC**

**Start Date:** August 25, 2025

**Pay:** \$50,000-\$63,000/year, experience dependent

**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 direct service programming times are estimated to be:

- For 20 weeks during school semesters (Spring and Fall), programming may take place
  - two to three weekday evenings (4-6:30)
  - one day per weekend (three-four hours on a Saturday)
- During the Summer, programming will take place all day 8:30-4:30 for an estimated five 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:** For 120 years, GMCC has worked in collaboration with the communities we serve to increase equity and foster well being across Minnesota. Our founding mission “uniting people of faith, serving people in need,” supports a vision where everyone has access to the opportunities and resources necessary to live healthy, fulfilling lives. Our work has included advocacy around equity, poverty, and social justice; mentoring; support services for older adults; youth development and education; hunger relief; housing stability; and recovery support. Today, we provide services in the areas of food, youth, and wellbeing.

**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.
- Hands-on, challenge-based activities that foster creativity, independence, critical thinking, and self-awareness
- Programs designed to provide childcare that caregivers need in addition to the enrichment students need
- 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 with a focus the high school Leadership & Career Exploration Cohort program; lead active programming and direct service to youth; 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 in afterschool, Saturday, and school break programs
- Build healthy relationships with youth participants
- Ensure activities follow organizational policies, protocols, and best practices and fulfill grant obligations
- Address challenges and obstacles as they arise
- Support Guides in offering direct service to youth

**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
- 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 focused on high school leadership and career exploration
- 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%**

- Maintain an up-to-date calendar and respond to email and voicemail promptly
- 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%**

- Contribute to funding reports
- Create and execute plans to evaluate Leadership & Career Development Cohort results, impact, and outcomes
- Collect, analyze, and maintain data related to initiatives including qualitative and quantitative initiative impact (including surveys and interviews) with a focus on the Leadership & Career Development Cohort
- 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**

- Three years of experience working with youth (nanny, camp counselor, teacher or teaching assistant) of diverse ages and backgrounds (in particular BIPOC youth)
- Experience in the career development field and/or with high-school age youth
- Experience managing or coordinating programs, projects, or initiatives
- Willingness and ability to keep a flexible schedule, including working some evenings and weekends and hours that fluctuate throughout the year
- Committed to equity, social justice, and building intercultural skills
- Ability to work independently, take initiative, and track and meet goals
- Excellent interpersonal skills; interest in building interpersonal connections with youth
- Ability to maintain and support confidentiality
- Ability to communicate clearly and diplomatically, both orally and in written form, with people from various backgrounds
- Attention to detail; ability to organize and prioritize multiple tasks and meet deadlines
- Ability to think critically to solve problems and thrive on challenges
- Ability to participate as a team player in achieving organizational goals

BIPOC and LGBTQIA+ individuals encouraged to apply.

### **How to Apply**

GMCC works with Oasis DEG for Human Resources and Recruitment. Go to <https://client.oasisassistant.com/DEGApplicant/jobsite.aspx?Company=GMCC> and enter the following credentials:

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