



**Job Title:** Program Manager- Youth  
**Location:** Brashear CARES Center      **Reports to:** Director of Education  
**FLSA Status:** Full-time/non-exempt      **Reviewed Date:** 8/2022

**Job Summary:**

The Program Manager- Youth is responsible for managing programs designed to provide educational support, mentoring, leadership development, and supervision to youth from grades K-12.

BrashearKids programs are focused on academic excellence and varied educational experiences while providing safe spaces for children participating in out-of-school time programs. The Program Manager must be committed to improving the youth programs by engaging staff, students, parents, and the community. The Program Manager- Youth reports to the Director of Education.

**General Responsibilities:**

- Assists the Director of Education in accomplishing programmatic and departmental objectives,
- Manages the out of school (OST) programs, tutoring and youth department events, activities,
- Manages the Adopt-a-Nanna Transportation program including facilitating Nanna recruitment, engagement, oversight, and transportation (i.e., driving the activities van)
- Manages the Weekend Backpack program, food orders, interns, and supplies.
- Serves as parent engagement liaison and provides mechanisms to promote, enhance, parent involvement,
- Facilitates programs on leadership skills, college/vocational preparation, and career skills for tweens and teens,
- Supervises interns, youth workers and volunteers,
- Manage facilities and equipment, maintains an updated inventory of supplies and equipment procured for the department,
- Other duties as may be assigned

**Required Skills/Abilities:**

- Child Development Associate (CDA) certification, preferred
- Appropriate state licensure, as applicable
- Must have or obtain FBI fingerprints and Child Abuse Clearances
- CPR and first aid certifications, preferred
- Mental Health First aid - Youth, preferred
- MSOffice and Google Workspace proficiency, Salesforce Database
- Strong leadership and conflict resolution skills
- The ability to use tact and diplomacy in interactions
- Maintain a positive attitude towards staff, families, and partners

- Experience working with low-income families and youth in a community-based setting, preferred
- A valid Pennsylvania driver's license is required. Use of a vehicle is preferred.

**Education and Experience:**

- Bachelor's degree required; Master's degree preferred
- Must obtain FBI fingerprints and Child Abuse Clearance within 1 week of employment.
- Physical Requirements:
  - May include prolonged periods of sitting at a desk and working on a computer.
  - Extensive walking and participation in field trips and other activities