



FAMILIES UNLIMITED NETWORK

Job Description

The mission of FUN is to draw families into supportive relationships that foster well-being and stability. All services are provided in the context of a Christian ethos.

Title: After-School Program Manager

Employment Term: Part-time

Reports To: Executive Director

Job Description Date: July, 2017

This is an “at-will” position. Employment is based on performance, funding, and the needs of the organization.

The After-School Program Manager will plan, direct, organize, and support the development and implementation of The Spot After-School Tutoring Program.

This program takes a multi-generational approach to ensuring that student has the knowledge, skills and resources to thrive and succeed in school and in their own lives.

Duties and Responsibilities:

Administration and Operations

- Represent and champion Youth and Family Services in FUN meetings
- Support the vision, mission, and operations of the programs within the organization
- Ensure full regulatory and legal compliance for Youth Services’ policies and operations
- Manage a team of direct and indirect service personnel (supervision, hiring, evaluations, professional development, etc.)
- Monitor and evaluate effectiveness of programming, including qualitative and quantitative evaluation tools and analysis
- Manage programs according to the approved budget and grant requirements

Supervise Programming

- Manage and support the Spot After-School program to foster a deep sense of belonging, academic support, and character development
- Model deep-rooted love, respect and commitment to the successful growth of children, youth, their families and staff
- Support each program staff in advancing youth development activities interwoven with academic enrichment to create meaningful and innovative programming
- Create a professional development environment for staff to support and implement best practices in advancing youth development and family engagement.

Maintain External Engagement and Communication

- Communicate effectively with staff, volunteers and the community at large



- Develop and manage internal and external partnerships to meet parents, youth and community needs.
- Help in growing and maintaining powerful partnerships with other youth and family oriented program partners and helping to build our collective approaches that equip children, youth and families for success.

Requirements:

- Bachelor's Degree in Education, Social Work or related field
- Minimum 1-3 years of related full-time work experience in education, community development or a related field – direct experience in parent or community engagement and or youth development
- Minimum 1 to 3 years in a managerial/supervisory role required
- Strong administrative background that reflects solid management and communication skills
- Experience in after School programming and knowledge and experience in advancing youth development assets strongly preferred
- Experience working with families of school-age children
- Active spiritual grounding

A strong candidate will have:

- Interpersonal skills and cultural competency, self-aware with the ability to reflect and adapt to diverse environments
- Project management skills with the ability to take a basic concept, develop a strategy and action plan with measurable outcomes and realistic tactics, and implement through completion
- The ability to work with multiple stakeholders including parents, community and local education leaders

Salary and Benefits

Salary is commensurate with experience.

To Apply

Please email a resume and cover letter to dougs@familiesunlimitednetwork.org. Please include in the cover letter your compensation history, salary requirements, a description of why you are an ideal candidate and how you learned of this position.