Job Title: Program Manager  
Reports to: Program Director  
FLSA Status: Exempt

Position Summary  
The Program Manager supports Program Department activities to ensure a quality experience for children and families. The Program Manager is responsible for supporting children’s educational, health, social and emotional, and 21st century skill development activities; helping to build local partnerships; managing recruitment and enrollment of children in Andy Roddick Foundation activities and ongoing child and family relationships; managing seasonal staff and volunteers for program site; and ensuring all programs are working toward the Foundation’s mission of working with the community to expand opportunities for young people to learn, thrive, and succeed. **This position requires the candidate to be bilingual (English and Spanish) with a high level of fluency in each language.**

Essential Functions
- Support Program Department team in developing, implementing, and evaluating programs to fulfill the mission of the Foundation
- Serve as lead site coordinator for summer program at designated school partner site
- Manage, observe, evaluate, and support summer program team, including paid staff and volunteers
- Work with Program Director and Program Manager on planning and daily operations of high-quality summer program to ensure students participate in activities safely, on schedule, and with adequate supplies and services; this includes, but is not limited to:
  - Hiring and training summer program staff;
  - Lesson planning for academic, physical/health, enrichment, and social emotional learning lessons including curriculum design and preparing lesson plans;
  - Coordination of partners, volunteers, and visitors;
  - Building and maintaining relationships with children and families;
  - Planning and executing family engagement activities;
  - Activity scheduling; and
  - Coordinating with the school and school district
- Lead summer program child recruitment and enrollment at designated school site
- Build relationships with families and promote family involvement including planning and executing regular family activities with support from the Program Director
- Plan and implement special events for children at designated school, such as school break activities, with support from the Program Director
- Maintain ongoing connection with children through regular communication including maintaining a presence during the school year
- Support evaluation of all program activities and quality improvement activities, including accurate record keeping, survey administration, and data entry
- Engage with school partners including participation in school activities such as advisory groups and committees and school events; provide ongoing support in relation to
Foundation activities at the school; and serve as representative of the Foundation for families, school, and other partners

- Keep Foundation staff informed of relevant events at or updates from the school partners
- Build and maintain relationships with community partners and manage vendors as needed
- Assist in the development of materials (print, web-based, and social media) to communicate about Foundation programming
- Represent the Andy Roddick Foundation at the site level for families, school, and other partners
- Promote the Foundation’s mission, values, and organizational policies to all stakeholders
- Support the fundraising and grants management process
- Work within Program Department budget and follow financial protocols
- Support Program Department strategic planning and development of work plans
- Other duties as assigned

Reports to Program Director

Qualifications and Requirements

- Bachelor degree in education, social work, or related discipline required
- 4+ years experience working with child/youth development programs, preferably in an out-of-school time setting
- Bilingual English/Spanish required
- Experience managing staff strongly preferred
- Excellent oral and written communication skills, organization skills, and attention to detail
- Comfortable in an environment that embraces evaluation and quality improvement
- Customer-service orientation and problem-solving attitude, along with strong interpersonal and collaborative skills
- Skilled problem-solver and self-starter
- Comfortable working with a diverse group of individuals to meet project objectives within established timelines; can effectively move from strategy to details in a seamless way
- Superior interpersonal skills that enhance the ability to connect and build relationships with children, families, staff, volunteers, and community partners
- Ability to work independently and efficiently in a fast-paced and evolving environment
- Experience working with evidence-based practices preferred

Physical Demands/Work Environment

Must be able to read, write, and communicate both verbally and in written form to express and exchange ideas. While performing the duties of this job, employee may work in environment with frequent unscheduled interruptions. Physical demands also include: frequent typing, writing, reaching, bending, and twisting; frequent computer use at workstation for extended periods of time; extended walking or standing for periods of time during the summer program.
The position works from Foundation's Austin office and on-site at an elementary school during the summer program. The position has flexibility of a hybrid option of remote and in-person when implemented by the Board of Directors and CEO. The Foundation is currently using a hybrid model with staff predominantly working remotely but in the office as needed for planning and preparations for programs. Candidates must reside in the Austin/Central Texas area.

**Compensation**
The starting salary range for this position starts at $55,000. The Foundation offers a comprehensive benefits package including medical insurance, generous PTO, and 401K.

**Position Start Date**
The position will start in late July 2022, with approximately 40 hours of contract work during June and/or July to get familiar with the summer program.

**To Apply**
Please submit a cover letter, resume, and three professional references to Brigid Mejia, Program Director, at brigid@arfoundation.org by Friday, May 27, 2022.

*Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Activities, duties, or responsibilities may change at any time with or without notice. The requirements listed above are representative of the knowledge, skill, and/or ability required.*

*The Andy Roddick Foundation is an equal opportunity employer that is committed to diversity and inclusion.*