

Youth Opportunities Unlimited, Inc.
Victory Park Warming House
224 Brock Avenue, New Bedford, MA 02744
508-954-6586
www.younb.org



Out-of-School Time (OST) Program Manager

Reports to: Program Operations Director

Job Status: Full-time

Compensation: \$50,000 per year (salaried position), health benefits, retirement contribution

Start Date: May 2024

Job Description

The OST Program Manager is a leader and role model within Y.O.U.'s out-of-school time programming (including after-school, vacation weeks, and summer programs). In collaboration with the Program Operations Director, the OST Program Manager is responsible for all aspects of the OST youth programs, including planning and logistics; supervision and hiring of program staff, apprentices, and volunteers; program delivery; participant recruitment; record keeping; data collection and evaluation; and assisting with grant-related reporting.

The ideal candidate is a creative thinker, hard worker, flexible, and excellent communicator, dedicated to Y.O.U.'s mission of engaging youth in unique experiences. As a key member of our team, the OST Program Manager reports to the Program Operations Director and works in partnership with the Garden Manager and Bike Manager, as well as other members of the team to spearhead the development and implementation of new programs as Y.O.U. continues to grow. This full-time position combines administrative expertise and direct program experience with youth ages 9-14.

Responsibilities

Programming/Administrative

- Plan, prepare, and deliver all OST programs.
- Supervise and direct Y.O.U.'s Program and Family Outreach Assistant and all OST staff, interns, apprentices, and volunteers.
- Collaborate with the Marketing and Communications Director to promote and recruit for OST programs.
- Collaborate with Y.O.U.'s Bike Shop Manager and Garden Manager to enrich OST programming.
- Communicate with OST participating schools, program partners, and families as needed.
- Create an inclusive working environment for team, volunteers, and partners.
- Maintain and update program registrations and Income Verification Forms on paper and through online registration systems.

- Maintain records and online databases to track attendance, participant information, demographic and grant reporting data.
- Track program impacts using youth surveys, staff observations, and family feedback to shape the compelling narrative of organization success to report to funders and community partners.
- Assist with Y.O.U.'s daytime programming and field trips, as needed.

Safety

- Supervise and ensure the health and safety of OST youth participants, volunteers, apprentices, and staff.
- Maintain equipment and ensure supplies are in working order.
- Assist in keeping facilities and program areas clean, safe, and organized.
- Follow all safety guidelines and ensure all staff follow all program policies and procedures.

Staff Meetings/Trainings

- In collaboration with the Program Operations Director, design and facilitate OST staff training throughout the year.
- Facilitate regular meetings/check-ins and complete performance evaluations with OST staff.
- As needed, participate in staff meetings, professional development opportunities, and community partnerships (ie. Greater New Bedford Youth Alliance).

Other

- Other job-related duties and responsibilities may be assigned, and/or the job description may change to reflect changing organizational needs.

Required Qualifications

- Personal qualities of integrity, credibility, and a commitment to and passion for the mission, vision, and core values of Youth Opportunities Unlimited.
- Minimum of 1 year experience in OST program implementation, STEAM teaching, outdoor/nature-based education, youth development or another related field.
- Minimum of 1 year experience in program management (including staff supervision, planning, and logistics).
- Skilled at riding a bike and comfortable leading biking experiences for youth.
- A curiosity about nature and an ability to instill the “awe factor” in the youth you serve through engaging programs.
- Strong organizational skills and attention to detail; must be able to interpret, report, and use data.
- Ability to exercise sound judgment in making decisions regarding the safety and welfare of youth participants.
- Excellent written, verbal and interpersonal communication skills.
- Ability to maintain a high level of energy and enthusiasm.
- Group leadership skills, including understanding of group dynamics and child development.
- Demonstrate ability to motivate staff, build team cohesion, and hold others accountable to expectations.
- Strong computer skills and knowledge of Google Suite, Microsoft Office, and web-based programs.

- Experience working with children, staff, and families from diverse educational, socioeconomic, and cultural backgrounds, with a positive can-do attitude.
- Able to work independently and as part of a small team of staff and volunteers.
- Able to and enjoy working outdoors in all weather conditions.
- Applicants should have the ability to lift 25 pounds and perform the normal functions of a job that requires duties outside and inside an office setting.
- Must be willing to obtain First Aid and CPR certification upon hiring.
- Offer contingent upon successful CORI and SORI background record checks.

Desired Qualifications:

- 3+ years' experience in OST program implementation, STEAM teaching, outdoor/nature-based education, and/or youth development.
- Knowledgeable in the areas of outdoor recreation, wilderness safety, and our natural world is preferable.
- LifeGuard Certification.
- Skilled with basic bike maintenance and repairs and willingness to ride a double-bicycle.
- Fluency in a second language is preferred.

Educational Requirements

Bachelor's Degree preferred. A minimum of 3+ years working in a related field such as (but not limited to): education, outdoor recreation, or youth development will be considered.

Salary Range

\$50,000 per year. Youth Opportunities Unlimited offers benefits for individual health insurance, earned vacation, sick time and holidays, and an excellent retirement plan.

Work Schedule

Monday - Friday 9:30am - 5:30pm, hours are subject to change based on school vacation schedule, summer, and program needs. Participation in occasional weekend & evening events/programs are required.

How to Apply

Interested candidates should send their cover letter and resume as attachments to Katie Roberts, Programs Operations Director, at katie@younb.org
Applications will be reviewed on a rolling basis.

About Youth Opportunities Unlimited, Inc. (Y.O.U.):

Since 2004, Y.O.U. has provided safe, fun, and engaging educational experiences to Greater New Bedford's highest need youth. We are a small but growing non-profit offering bicycling trips, outdoor adventures, and indoor workshops with supportive mentors dedicated to broadening youth horizons. The Y.O.U. model is unique: our organization follows the youth's natural curiosity, knowing this is the door to discovery and inspiration.

As children navigate new experiences and overcome challenges in a supportive environment, we see them build confidence and self-esteem. This allows children to realize the potential in themselves, their community, and their world. Y.O.U. serves an average of 400+ students at the Victory Park Warming House per year. Y.O.U. defines success as imparting children with a “seed pod” - a new idea, expanded outlook, evolved perspective, or discovered skill they can cultivate throughout their lifetime.

**YOUTH OPPORTUNITIES UNLIMITED IS AN EQUAL EMPLOYMENT
OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Youth Opportunities Unlimited values a diverse, equitable, and inclusive workplace and strongly encourages women, people of color, LGBTQIA+ folks, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, medical condition or any protected category prohibited by local, state or federal laws.