



URBAN LEAGUE
GREATER SOUTHWESTERN OHIO

POSITION DESCRIPTION

Youth Program Manager

Full-time position

Location: Hybrid; located at 3458 Reading Road, Cincinnati, Ohio 45229

Reports to: This role reports to the Senior VP of Impact

Reports to: This role manages a team of 1 – 2 staff members and volunteers

Position Overview:

As the Youth Program Manager, you are responsible for developing, leading our Urban Champions initiatives and programming including Summer Youth Program and Youth Council. This position plays a key role in ensuring we provide opportunities that impact the growth and development of young people in our community. A successful candidate possesses a passion for youth development, the ability to coach and lead, and proven experience leading a program's operations.

What you'll do:

- Create and implement innovative programming that provides personal, professional, and social development for our youth participants.
- Manage the program budget.
- Recruit and coordinate program facilitators, including preparing facilitators and materials.
- Actively engage and build relationships with schools, community organizations, employers and families to attract and retain program participants and meet program outcomes.
- Manage the day-to-day operations of all youth programming and initiatives, including directing youth program staff and volunteers.
- Develop and maintain program flow charts, manuals, systems, policies, and procedures.
- Work in collaboration with Development to seek grant opportunities and develop funding proposals.
- Support program staff in creating and maintaining their professional development plans; encourage and nourish their innovation and ownership of program outcomes.
- Develop and maintain working relationships with program funders, partners, employers, institutions, and other not-for-profit organizations to meet participant/community needs and ensure program success.
- Continuously assess programming effectiveness and ensure outcomes are met. Report to program funders and other key stakeholders as required. Effectively utilize data and outcomes to drive program decisions and design.
- Enforce safety and compliance policies and procedures to ensure the well-being of program participants.

What you'll need:

- Minimum of three years of proven work experience in youth program management or a related field.
- Previous experience providing job readiness, workforce, and/or career pathway coaching and facilitation.
- Experience working with diverse populations, including varying races/ethnicities and socio-economic backgrounds.
- Leadership and management experience in a workforce setting.
- Strong computer skills, including Microsoft Office, social media, and other applicable business applications.
- Strong project management skills.
- Proficient knowledge of public benefits and community resources.
- Outstanding verbal and written communication skills (framing, grammar/spelling, editing, proofreading).
- Demonstrated organizational skills.
- Excellent interpersonal skills, including communicating diplomatically and professionally with various stakeholders.
- Flexible work hours, including weekends and evenings.
- Innovation to meet the dynamic and changing needs of the target population.
- Must meet the criminal background check requirements.
- Valid Driver's license and reliable transportation.

Working environment:

This full-time position is located at 3458 Reading Road, Cincinnati, Ohio 45229. This position requires regularly working out in the community and in an office setting. This includes sitting and standing for long periods; regular use of both hands/arms in reaching, handling, and grasping; frequent use of a telephone and computer to communicate with coworkers and the public; lifting and carrying items up to 30 pounds; regularly communicate in oral and written form with coworkers and with the public, constant reading, and interpretation of documents. Local travel will be required.

The work environment details represent what a staff member encounters while performing the essential functions of this job. ULGSO is committed to providing reasonable accommodation to enable individuals with disabilities to perform essential job functions.

Salary information:

The estimated salary range for this position is \$50,000 - \$55,000 a year. Actual compensation is based on factors such as the candidate's skills, qualifications, and experience.