



## Community-Based Program Manager Job Description

### I. General Statement of Responsibilities

Position is responsible for the day-to-day management and supervision of Community-Based programming, ensuring achievement of the mission & strategic goals of the organization in regard to Community-Based Mentoring and Nexus youth programming.

### II. Working Relationships:

*Supervises:* Community-Based Program Coordinators and Program Interns

*Supervised by:* Program Director

### III. Specific Responsibilities

#### A. Leadership

1. Work with Program Director to achieve the strategic vision for the Partners program, and ensure program quality and integrity.
2. With Program Director, recruit, hire, and train Community-Based program personnel. Lead and supervise Community-Based Program Staff.
3. Lead program team in planning and implementing monthly group activities for partnerships and Nexus youth, by providing activity oversight, facilitating regular activity meetings, and tracking expenses from the activity budget.
4. Review and evaluate Community-Based program staff performance.
5. With Program Director, co-lead BOD Program Support Committee.

#### B. Program Management

1. Manage the day-to-day operations that support one-to-one Community-Based program functions.
2. Oversee processes related to youth referrals, including the acceptance of referrals, determining when the program is open for referrals, and management of the list of deferred referrals.
3. Oversee processes related to matches and activity programming for Community-Based Nexus and matched youth.
4. Provide supervision for Community-Based Program Coordinators and advise them in case management issues or concerns regarding the partnerships and families on their caseloads, as well as volunteer screening concerns, with the support of Program Director.
5. Ensure that Community-Based case notes are up to date, complete, and accurate.
6. Attend relevant grantee meetings, and implement tasks related to grant requirements.
7. Create and disseminate monthly newsletter to families of youth in the Partners program.
8. Solicit in-kind donations for activities and general programming.
9. Oversee volunteer inquiry process for the Partners organization, engaging and following up with folks who indicate interest in volunteering as a Mentor, Intern, or Activity Volunteer.
10. Obtain Prevention Specialist (CPSII) Certification.
11. Attend relevant conferences and trainings as appropriate.

#### C. Case Management

1. Provide case management support for a caseload of Nexus youth, ensuring youth and families stay engaged in Partners programming while waiting to be matched with a mentor.

2. Provide case management support for a caseload of volunteer mentors and youth they are matched with. This includes:
  - (1) Volunteer screening and training.
  - (2) Determining appropriate matches for youth/volunteers.
  - (3) Facilitating match, midway, and graduation meetings, in addition to any additional meetings that may be beneficial for the partnership.
  - (4) Contacting volunteers, youth, families, and referral agents on a regular basis, ranging from weekly to quarterly (depending on the contact).
3. With support of the program team, plan and implement monthly group activities for Nexus youth and partnership. Plan and implement the Partners end of year activity, which serves 200-300 youth and volunteers.

#### **D. Program Development**

1. With Resource Development Director, co-lead all volunteer recruitment efforts, including existing and new/innovative recruitment strategies.
2. Research and identify new programs or program components that will enhance or expand our Community-Based Mentoring program and initiate discussion with Program Director regarding ideas.
3. Work with Program Director to implement any new programs or enhancements specific to the Community-Based Mentoring Program.
4. Maintain relationships with community organizations serving youth. Identify and initiate potential collaborations with these organizations.
5. Participate in Partners Mentoring Association committees and efforts as appropriate.
6. Participate in community led initiatives or committees as appropriate based on fit with organization mission and vision, and with the role of Program Manager.

#### **IV. Desirable Knowledge, Abilities & Skills**

1. Knowledge of youth development & youth mentoring services as a prevention strategy.
2. Knowledge of case management techniques and skills necessary to work with families and youth in need.
3. Knowledge of community resources in Loveland and Fort Collins.
4. Ability to lead and inspire staff.
5. Ability to communicate effectively with a wide spectrum of people.
6. Ability to work flexible hours.
7. Skill in the operation of computers and common business software applications.

#### **V. Required Education & Experience**

1. Undergraduate degree in Social Work or other Human Services related field (or 4 years of relevant experience).
2. Proven experience in youth development work.
3. Minimum 1 year of volunteer management experience.
4. Minimum 1 year of experience leading and supervising human services staff
5. Proven experience and success in volunteer recruitment.
6. Uphold [Partners values](#): Committed, Uplifting, Proven, Supportive, Inclusive, & Anti-Racist

#### **VI. Necessary Special Requirements**

1. Possession of a valid State of Colorado driver's license.
2. Successful completion of Partners employee screening process.

#### **VII. Hiring Details**

1. Submit cover letter and resume through Indeed or to [jobs@poweredbypartners.org](mailto:jobs@poweredbypartners.org)
2. Job posting is open until filled; interviews will be conducted on a rolling basis.
3. Compensation:
  - a. Annual salary: \$45,000, additional pay provided for bilingual (Spanish/English) staff
  - b. Competitive benefits package