Job Description

Position: Youth Program Supervisor
Reports to: Program Director
Salary Range: Class: Exempt, professional

Purpose: To develop, implement and manage all youth related programs and services for youth in K to 12 after school and enrichment programs.

Responsibilities:
To provide leadership and guidance toward implementing all youth related programs and services within the youth outreach and enrichment programs and assist with holistic and comprehensive services for all youth enrolled and assist with intake assessments, benefit assessment, goal setting, long term case development, daily education programs, provide advocacy and referrals both within the Passage Home services system and among mainstream and public service providers.

Supervise and guide Youth Workers to assure that all programs are implemented and monitored to meet program and grant guidelines including supporting staff who will have direct program responsibility for the ongoing personal development of all youth enrolled in PH services as they learn to become responsible young adults, progressing as they will through each program phase. This work may include them assisting with STEM related education, 4-H projects, drama and the arts, academic enrichment, community service, community gardening projects, nutrition and health and all programs and services attached to the Youth Community Center programs.

Activities:
- Support on-going personal development of all youth as they learn age appropriate behaviors and become responsible at each developmental stage.
- Plan activities and events that support the program objectives, including assessing the needs and interests of the group, developing the programs based on the assessments and administering the program’s administration.
- Teach and advise on leadership skills, providing values based curriculum for youth as they progress through each stage and phase of the program.
- Identify and maintain safety standards and a safe environment for all youth and to interact with the volunteer coordinator to assure that all health and safety measures are taken and monitored in all volunteer assisted program activities.
- Work with community outreach team to identify youth program needs and to develop programs and services that continuously offer improvements and refinement to support evidence based programs and best practices.
- Participate in regular staff meetings, staff training, and supervisor sessions and accept responsibility for aiding the development of positive team relationships as requested.
- Adhere to agency policy, procedures, safety standards and the professional code of ethics.
- Other duties assigned by supervisor.

This position requires a flexible schedule. It is a professional salaried position and requires that the person be available on call, over the weekend and in the evenings as needed by clients, and staff related support systems. Passage Home is an “at will” employer – see personnel handbook.

Monday, February 25, 2013
I have read my job description and I understand the duties described herein.

Signature____________________________________________________________date

Supervisor________________________________________________________date

Qualifications: Minimum four year college degree or comparable work/life experience working directly with youth in at risk populations including those who have been homeless, substance abusers, incarcerated, have mental health issues, and very low income. Must be proficient in using Microsoft Office tools including word, excel and power point, and must demonstrate capacity to communicate professionally verbally, in writing and maintain accurate client records and files both on paper and in computer aided record keeping software. The person in this position must be devoted to supporting youth who are challenged and challenging to become more socially responsive in their behaviors, to improve academically and to aspire to dreams in their lives. The person in this position must have excellent communication skills, demonstrated leadership and ability to advocate.