

**Bay Area Community Resources**

**EAST BAY AFTER SCHOOL PROGRAMS**

Bay Area Community Resources (BACR) is currently seeking candidates with strong leadership, after school knowledge, fiscal, and administrative skills to support and manage 6-8 After School Program Coordinators in **Oakland.** This is a supervisory position

 **Position Title:** Program Manager
**Reports To:** BACR Program Director
**Classification:** Exempt / Full Time
**Compensation: $4,666 - $4,833** per month DOE, 12-month benefited position,

**Qualifications:**

* BA required
* A minimum of 3 -5 years of experience working in after school or related position in a supervisory role
* Background in Education and Youth Development
* Ability to work effectively with diverse district/school staff, students, parents, and community members
* Experience working in a school and/or non-profit setting
* Experience hiring, supervising, and evaluating staff
* Knowledge of general HR practices is required
* Ability to train and coach staff to implement quality programs
* Background in evaluating and assessing program quality
* Ability to research and evaluate best practices in the field
* Must have experience in developing, managing, and monitoring large budgets
* Ability to maintain confidentiality and demonstrate a high degree of integrity
* Must pass criminal background check and TB test clearance
* Must have excellent written and oral communication skills
* Must be able to respond to crisis or emergency situations effectively
* Ability to balance competing priorities
* Flexibility and willingness to travel

**Duties and Responsibilities**

 **Collaborative Duties:**

* Develop and maintain communication and positive relationships with all stakeholders
* Work closely in collaboration with school principal, district partners, and city partners
* Provide program updates and progress reports to funders and other stakeholders
* Provide training and coaching on a variety of topics to multiple levels of staff
* Respond promptly and professionally to all stakeholders
* Lead a team of after school Program Coordinators in developing and implementing high quality programs that model best practices
* Lead annual program planning at all school sites. Work with program coordinator, principal and teachers to craft programs that support each school site’s goals for student development and academic achievement.
* Ensure and promote program visibility
* Acquire and leverage in-kind resources

**Program Implementation and Quality Assurance:**
* Ensure program compliance and quality through close communication with coordinators and program observations
* Monitor attendance to ensure target goals are met
* Ensure effective implementation of HR procedures, policies, and practices for staff recruitment, screening, hiring, and termination
* Coach, supervise, support, and provide professional development for program staff
* Plan and implement ongoing trainings and professional development independently and with the management team
* Hold team accountable to job description and expectations
* Design and implement meaningful programs that meet the needs of program participants
* Ensure that a schedule of academic, physical and enrichment activities is in place at each school site
* Gather data, conduct observations, and use assessments and feedback for ongoing program improvement
* Ensure compliance with all program and reporting requirements, including effective implementation of evaluation, program assessment activities, and quarterly reports. Complete evaluations, reports, and assessments as required.

**Administrative and Fiscal Management:**

* Develop budgets at all school sites. Manage and monitor fiscal activities on a monthly basis ensuring that budget is on target. Develop and manage a budget for each school site. Track and monitor expenses on a monthly basis
* Ensure all records are complete, organized, and compliant
* Review and approve HR documents (i.e. hiring and termination documents)
* Uphold hiring practices, policies and procedures
* Conduct annual performance evaluations
* Monitor and approve staff timesheets and invoices
* Help design and implement a sustainability plan for After School Program
* Identify and pursue additional sources of funding and in-kind resources
* Track and meet deadlines for submission of reports, invoices, contracts and other documentation
* Participate in all meetings, workshops, and activities organized by BACR and district agencies

**Essential Functions:**

* Ability to lift and carry 25 pounds
* Ability to drive, clean driving record, and must own an insured vehicle
* Proficient in working with Excel/Microsoft Office and Web based programs
* Ability to perform a variety of administrative tasks
* Ability to purchase, manage, and track inventory of supplies and equipment
* Ability to keep detailed records
* Must be punctual and reliable
* Ability to work with minimal supervision
* Ability to multi-task and successfully handle competing deadlines and priorities
* Must have excellent written and oral communication skills

**Personal Qualities:**

* A commitment to and strong belief in BACR’s Mission, Organizations Values and Best Practices
* Maintain goals and priorities in dealing with varying challenges
* Able to be flexible in working with people and organizations with different viewpoints.
* Dedication to Youth Development
* Creative and enthusiastic

Bay Area Community Resources (BACR) promotes the healthy development of individuals, families and communities through direct services, volunteerism and partnerships in the San Francisco Bay Area.

BACR is an equal opportunity employer and encourages diversity. Visit our website at [www.bacr.org](http://www.bacr.org).

How to Apply: Send Resume & Cover Letter to Marisa Ramirez @ mramirez@bacr.org with Subject Heading “Program Manager”

NO PHONE CALLS, PLEASE!

Deadline to Apply: June 19, 2015