



**JOB TITLE:**  
**DEPARTMENT:**

**SITE MANAGER – YP DOWNTOWN  
PROGRAMS**

### **JOB DESCRIPTION**

#### ***POSITION DESCRIPTION:***

The Site Manager is responsible for the day-to-day operations at the program site and implements positive youth development activities, including sports and recreation; academic enrichment, workforce development, and civic engagement and leadership. Additionally, the Site Manager will outreach to and engage with community stakeholders and school partners to recruit youth and achieve mutually beneficial outcomes, such as truancy reduction, improved academic performance, and improved social interactions.

#### ***ESSENTIAL DUTIES & RESPONSIBILITIES:***

- Assures site is open and safe during specified hours each day for youth participants;
- Supervises all staff and volunteers that are assigned to site;
- Interacts directly with youth participants to assure a positive experience;
- Serves as main point of contact for parents, guardians, and community members;
- Works with the Director of OST to order supplies and materials for site in accordance with YP's procedures and budget;
- Collaborates with other partners within the facility;
- Assures equipment and facilities are in good working order, clean and well maintained.
- Liaises with feeder schools within the program site area to recruit students and develop working partnerships with teachers and school administrators to achieve mutually beneficial outcomes;
- Attends community meetings, serving as a representative of YouthPlaces and assuring that YP is seen as a valuable community asset supporting positive youth development.
- Plans and implement after school/out-of-school time positive youth development programs in accordance with YouthPlaces' philosophy and program design;
- Maintains monthly calendar of activities for site that is posted in public view, so that youth and other stakeholders are aware of program offerings;
- Assures daily attendance, program activity, academic performance assessments, and case notes are logged into YP's online database to accurately report participant progress and outcomes and to facilitate proper billing for fee-for-service contracts;

#### ***EDUCATION/ EXPERIENCE & CERTIFICATIONS:***

- Bachelor's Degree or equivalent and a minimum of 3 years professional experience in youth programming, a combination of some college/post-secondary education and experience will be considered as well
- 3 -5 years' experience working in a social service environment with culturally, educationally and racially diverse clients; preferably with youth populations
- Act 33/34 and FBI Clearances are required

- Valid driver's license with a clean driving record and access to a reliable, insured personal vehicle.
- First Aid/CPR/AED Certification (within 30 days of hiring)

**POSITION QUALIFICATIONS:**

- Self-starter who is a proven problem solver and understands when to work independently and when to work collaboratively in order to achieve the mission;
- Strong project management, time management, analytical and abstract reasoning skills and organizational skills;
- Professional presentation skills with strong ability to conduct community organizing activities and facilitate group conversations to engage a variety of stakeholders;
- Proven ability to work with youth populations providing mentoring and social/emotional coaching, multiple functional areas and interdepartmental teams
- Ability to work collaboratively as a team player, under pressure with multiple tight and competing deadlines, and with culturally, educationally and racially diverse clients
- Professional presentation, demeanor and attitude
- Excellent written and verbal communications skills; must be able to communicate the organization's mission and objectives comfortably with the board of directors, funders and other stakeholders when required
- Proficiency with Microsoft Office products, especially Microsoft Word, and with Google Email, Calendar, and Drive;

**ORGANIZATIONAL RELATIONSHIPS:**

**Reports to:** Director of Leadership

**Title(s) of direct reports (if applicable):** Engagement Coach/Site Coordinator/Youth Recruiters

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**WORK ENVIRONMENT:** Works in a normal office setting with no exposure to adverse environmental conditions.

(1) Indoors in office and/or recreational setting; 2) Frequently required to work at a fast pace; 3) Travel required; 4) Evening work required, evening work occasionally required

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**NOTE:** *This position description is intended to describe the general nature and level of work being performed by employees in this job. It is not an exhaustive list of all responsibilities, duties, and skills that may be necessary for this role. Personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*