



POSITION DESCRIPTION

Job Title: Program Manager, Youth Development

Reports to: Director of Community & Safety Programs

Department: Programs

Classification: Full-time Exempt

Date: May 2024

ORGANIZATION SUMMARY

Claretian Associates builds community within the culturally diverse neighborhood of South Chicago by working with community leaders, residents, and organizations to provide affordable housing and related services for low-and-moderate income people and serves as a catalyst in creating innovative solutions to improve the quality of life.

Since 1991, Claretian Associates have built a network of relationships and activities that have affirmed our faith in the future of South Chicago. Continuing our housing programs and wrap-around services in a targeted 12-block area, we have created a total of 137 affordable homes and apartments, and we work with other neighborhood stakeholders to undertake community development projects and services that continue to enrich the lives of the Southeast Chicago area.

POSITION SUMMARY

The Youth Development Program Manager will provide direction and leadership for youth and teen programs to foster the educational, social, emotional, and physical development of young people. This role includes overseeing the implementation of programs and initiatives designed to ensure every participant has access to a world-class learning experience that prepares them for success in college, career, and civic life. The Youth Development Program Manager will work closely with staff, community partners, and stakeholders to create impactful youth services, including youth sports programs.

MAJOR RESPONSIBILITIES

- Plan, develop, implement, and monitor programs, goals, and objectives youth sports and other youth related programming.
- Lead One Summer Chicago (Chicagoability & Summer Youth Employment) initiative
- Collaborate with the Director of Community and Safety Programs to develop, implement, and report on quality metrics/evaluations of program services.
- Complete monthly, quarterly, and annual reports and other essential documents and correspondence as required by funding sources and Claretian Associates Services.
- Participate in grant funding applications to appropriate agencies.
- Collaborate with the Development team for fundraising opportunities to assist in the

provision of funds to scale, operate, and maintain programming.

- Build and maintain strong relationships with community organizations, schools, parents, and other stakeholders to support youth programs. Collaborate with partners to maximize resources and impact.
- Manage the financial resources of the program(s) to accomplish the program objectives within established guidelines.
- Participate in the development and management of the program budget, including monitoring and approving program expenses. Ensure that the operating expenses are within the prescribed limits of the budget plans and fiscal guidelines.
- Ensure all youth programs comply with local, state, and federal regulations and organizational policies.
- Manage and supervise program staff, interns, and volunteers.
- Assist with preparation of program budgets for specific funding proposals; monitor financial compliance for all grants received.
- Perform other duties as assigned.

PERFORMANCE MEASURES

- Ability to increase youth participation in programs.
- Ability to develop strong relationships with community organizations, service providers and nearby schools.
- Ability to communicate across a diverse group.
- Ability to deliver interesting and exciting programming to neighborhood youth.
- Understanding of Claretian's mission and strategic plan related to youth programming.

QUALIFICATIONS

- Bachelor's degree plus 3 -5 years working with youth or leading youth programs; or combination of education and experience.
- Demonstrated effective written and oral communication skills to address varied audiences.
- Ability to work flexible schedule, Monday – Friday and occasional Saturdays based on programming.
- Able to manage crisis situations in a calm and effective manner.
- Consistent follow-through, and the ability to manage multiple tasks and meet deadlines.
- Intermediate computer skills, including Microsoft Office Suite, Outlook, and videoconference software.

COMPENSATION

- Annual salary \$50,000
- Includes medical, dental, vision, vacation, and other benefits.

TO APPLY:

Submit cover letter and resume to: careers@claretianassociates.org