

POSTED: 7/31/2019
POSITION: Summer Youth & Youth Mentor
Program Manager
DEPARTMENT: Youth Services
PAY RATE: \$18.00 per hour
HOURS: 40 hours (Monday – Friday: 7:30 am – 4:00 pm)
- Schedule will include early evening & weekend hours as needed to support,
supervise and train Youth Mentor staff.



Summary:

Provides leadership direction to staff and youth in a program specifically designed to meet the needs of youth with cognitive, physical and or behavioral challenges. Responsible for the development and overall implementation of program aspects.

Essential Duties and Responsibilities include, but are not limited, to the following.

Client:

- Act as a Service Coordinator for all youth assigned to program, conforming to agency policies and procedures.
- Develop, plan, coordinate, schedule, direct, and implement activities for youth to participate in based on youth needs.
- Provide a wide array of activities on site and in the community.
- Support youth with daily living tasks (i.e. social, community) by providing experiences to develop skills.
- Interact with youth appropriately and provide a good role model.
- Advises Program Director of changes in program development and scheduling.
- Administer medication, as needed.
- Review program referrals with Program Director.
- Responsible for program intake and assessment.
- Prepare and attend Person Center Plan (PCP) and other youth meetings, as needed.
- Develop and write behavior intervention strategies.
- Ensure monthly reports are completed and forwarded to Long-term Support Case Managers.
- Keeps Program Director informed of all pertinent youth issues.
- Develop, implement and report program metrics.
- Work cooperatively with other service agencies, staff, and families and provide reports regarding youth issues to all stakeholders.
- Initiate, maintain, and update client files and reports following policies and procedures.
- Coordinate transportation.

Staff:

- Provide supervision and leadership to assigned employees to include interviewing and hiring process, orientation, counseling and/or discipline, required training, performance evaluation and enforcement of safety standards.
- Electronically review and approve staff time sheets. Approve time off requests, except FMLA or leaves w/o pay.
- Assess the need to schedule subs when absences occur.
- Inform Program Director of all personnel issues.
- Responsible for ordering program supplies and maintaining inventories.

Administrative:

- Generate all monthly SP1's.
- Maintain Youth Program Activity accounts.
- Assists in development and implementation of policy and procedures
- Assists with budget preparation and maintains the program within the allocated budget.
- Responsible for the reporting and monitoring of health and safety issues regarding the clients/members/youth, staff, physical building and grounds.
- Follow all safety policies and procedures.

QUALIFICATIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:**

Bachelor's degree from four-year college or university and two years related experience, plus one year of supervisory experience. A combination of education and experience will be considered.

- **Computer / Technology Skills:**

Microsoft Outlook, Word and Excel; Internet Explorer

- **Transportation:**

Essential duties require a valid WI driver's license and a good driving record. Access to an adequately insured vehicle.