



Adolescent Program Manager JOB DESCRIPTION

Position: Adolescent Program Manager

Reports to: Director of Adolescent Programs

Supervises: Part-time: Education Specialist, Academic Advisors & Youth Workers

Key Collaborators: Director of Older Youth Programs, Clinical Social Work Manager, Director of Community Building, Farm Education Manager, Employment Manager.

Salary: 50-55K

Hours per week: 40 hours/week, exempt, 2-8pm Monday-Friday (hours can be flexible; at least 3 nights)

Background/Summary: For 15 years, [Red Hook Initiative](#) (RHI) has nurtured young people in Red Hook, Brooklyn, to be inspired, resilient and healthy, and to envision themselves as co-creators of their lives, community and society. Dozens of participants in RHI programs have returned to RHI as staff and have jump-started careers in youth development from there. The Adolescent Program Manager guides the adolescent school team (grades 6th-12th) to support youth (10 to 18-year-olds) to achieve their goals within the areas of education, employment, and personal development. The Adolescent Program Manager will maintain a bird's eye view of the program's overall performance, troubleshooting barriers for youth or for the youth team in achieving program outcomes. Additionally, the Adolescent Program Manager will support case management from a strengths-based perspective.

Responsibilities: The responsibilities of the Adolescent Program Manager include but are not limited to:

Program Development and Implementation

- Manage the day-to-day operations of an after-school program serving up to 165 youth participants.
- Complete DYCD work-scopes, reports and administrative requirements and ensure that program complies with funder guidelines.
- Support curriculum development and program planning for at least 8 comprehensive youth programs, four seasons each year.
- Manage parent meetings on a quarterly basis and establish monthly communication (emails or newsletters).
- Manage planning of trips and enriching activities for program participants.
- Co-design program initiatives with team and Director of Adolescent programs in support of meeting existing and developing internal/external goals/contractual obligations.

- Connect and collaborate with outside organizations to integrate programs and opportunities around peer education, employment, and enrichment to the adolescent school program.
- Guide the planning and execution of social events and special activities in keeping with overall program goals.

Oversee Comprehensive Case Management

- Check-in with the youth development team about individual participant progress and assist them in troubleshooting barriers to completion of goals.
- Review & Approve data to complete monthly and quarterly reports
- Check-in with the adolescent team about individual participant progress and participation and progress toward program goals.
- Oversee intake and enrollment process for up to 165 school aged youth per year.
- Monitor and address issues of attendance and attrition; oversee outreach efforts around Youth Leader engagement.
- Ensure timesheet and time clock entries are accurate for payroll.
- Coordinate with external partners to connect youth with leadership opportunities

Staff Supervision

- Recruit, hire and onboard new staff members in keeping with the RHI model
- Provide individual, weekly supervision to: Academic Advisors & Youth Workers
- Plan for and facilitate bi-weekly team meetings and help to create a supportive team environment.
- Manage the team's work plan toward annual goals.
- Work with the Director of HR to identify staff training needs.
- Provide leadership in therapeutic crisis intervention, conflict resolution and crisis management.

Skills, Knowledge and Abilities:

- Strong management and supervisory skills.
- Ability to build rapport with RHI youth and ensure connection to appropriate resources and hold them accountable to RHI's participant expectations, policies and procedures.
- Knowledge of strengths-based case management approaches.
- Must be enthusiastic about community-based work and youth development.
- Must be willing to attend regular internal and external training including (but not limited to); Supervisor Genius, Mental Health First Aid, Motivational Interviewing and Therapeutic Crisis Intervention.
- Ability to build and maintain relationships with external partners and organizations.
- Demonstrated experience developing and implementing curriculum.
- Excellent verbal and written communication skills (e.g., must be able to keep up with a high volume of email)
- Detail-oriented with proven ability to keep accurate records (e.g., must be able to ensure accurate database entry for adolescent Program).
- Strong organizational, planning, and problem-solving skills.
- Ability to work independently.

Education and Qualifications:

- High School Diploma/Equivalency required
- Bachelor's preferred.
- Must have 2+ years staff supervisory experience.
- 2-3 years working in the field of social work or youth development.
- Experience developing and supporting staff to develop curriculum and programs.
- Red Hook resident, preferred.
- English/Spanish, Bilingual preferred.

To apply, email resume, cover letter, three references and salary requirements to apply@rhicenter.org