

**YM & YWHA of Washington Heights & Inwood**  
**JOB DESCRIPTION**

**Title:** Youth & Family Program Manager  
**Reports to:** Managing Director of Youth and Family Services  
**Supervises:** Youth & Family Part-time Staff

**General Description:**

A destination for culture, education and compassionate support since 1917, the YM & YWHA of Washington Heights and Inwood (“the Y”) elevates the lives of our diverse and evolving Washington Heights and Inwood community through programming and service informed by universal Jewish values. Serving upward of 1,000 unduplicated young people from across Upper Manhattan and beyond, our Youth & Family Department, includes After School programs, Youth Sports programs, Teen programs, and Camps. The Youth & Family Program Manager will serve as part of our overall leadership team, supervising part-time staff, developing, managing and evaluating programming, and working to further the impact and vision of the Y. Additionally, the Program Manager will directly supervise our Jewish Caravan Program, an innovative experiential Jewish after school program, and have a leadership role in our Day Camp.

**Responsibilities:**

The Youth & Family Program Manager’s responsibilities include, but are not limited to:

- Support in the implementation of the vision for the Y’s Youth & Family programs;
- Develop, implement and manage an array of innovative youth-serving programs, including the Jewish Caravan Program;
- Oversee an environment in compliance with DOH and funding standards and expectations;
- Review and update curriculum, educational objectives, and program design as necessary, fostering developmentally appropriate and graduated experiences for participants of all ages;
- Consistently strategize, design and implement marketing and outreach efforts to support robust participation in Y programs, and strong annual retention;
- Oversee the creation of a comprehensive communication plan for families throughout the year;
- Oversee integration of children with disabilities and special needs into the program;
- Evaluate programming regularly in light of Y’s mission and goals, as well as fiscal and attendance expectations;
- Together with the Managing Director of Youth & Family Services, foster parental and community support to provide feedback on the Y program’s mission, goals and programs, and to serve as ambassadors for our programs;
- Recruit, hire, train, evaluate, and supervise part-time staff;
- Provide ongoing coaching and constructive feedback to staff. Evaluate staff per Y evaluation policy procedures and timeframe;
- Foster collaboration with other agencies that can positively impact our community;
- Ensure effective administrative systems are in place to support registration, DOH guidelines and all mechanisms for supporting participant safety;
- Develop, administer and monitor the department’s budget;
- Oversee the purchasing and maintenance of food and other supplies;
- Foster a development strategy that positions programs to successfully engage philanthropic support and other resource development;

- Be committed to the mission and goals of the Y. Participate in and promote Y's events and programs outside of own department;

Requirements:

- Minimum five years experience in a leadership role with youth serving programs;
- Strong supervisory skills, including the ability to inspire and develop young staff members;
- Cutting-edge knowledge of national youth-serving programs conversation and best practices;
- Previous experience in curriculum and program development, including working with Jewish values in a multicultural setting in innovative and creative ways;
- Extensive administrative and planning skills, including strong computer proficiency;
- Excellent verbal and written communication skills;
- Excellent time management, organizational and multi- tasking abilities;
- Ability to work cooperatively and effectively with a broad spectrum of staff, volunteers, and program participants;
- Entrepreneurial and creative thinker;
- Proficiency with technology and social media;

Status: Full-time managerial, exempt

Hours: Full-time, evenings and weekend work required

Salary: D.O.E., excellent benefits package

Date Completed: Updated October 28, 2014