



UNDER ONE SKY VILLAGE FOUNDATION PROGRAM MANAGER JOB DESCRIPTION

Full Time (32 Hours Per Week)

Pay Rate: This position is Non-Exempt, Hourly with a starting Pay Rate of \$18 per Hour

Required: Excellent oral and written communication, interpersonal, and organizational skills; Leadership experience, such as in a camp program; Comfortable working with Microsoft Suite and Google Suite

Preferred: Supervision of staff and/or volunteers; Knowledge of the foster care system; Knowledge of non-profit organizations

The Program Manager is responsible for maintaining the integrity of all Under One Sky programs. The Program Manager will serve on the Leadership Team with the Executive Director (ED) and the Youth Services Director (YSD) to create and nurture a mentoring community that provides a continuum of services for youth in foster care, ages 7-26 that prepares them for the next phase of their lives, including adoption, new or continued foster placements, aging out of the foster care system, or reunification with birth family. Current programming includes Jr. Journey Camp (ages 7-11), Journey Camp (ages 11-17), Passages & Rites of Passage (ages 15+), and the Mentor Program (ages 7+).

The Program Manager must uphold all policies and procedures, making sure that staff follow these procedures, and provide for the safety and structure of all programs. The Program Manager may also serve as a public liaison between the camp and the youth's legal guardians (social workers and adoptive parents), as well as their foster parents and/or group home staff. The Program Manager reports directly to the Executive Director.

The Program Manager will also be responsible for assisting in hiring all program staff, training these staff, and ensuring that staff adheres to the program schedules and that they understand their roles and responsibilities. It is the Program Manager's job to guide staff in ensuring that the youth feel comfortable, safe and welcomed into and at each program.

There are times when the Program Manager, along with the Executive Director and Youth Services Director, need to make tough decisions in the best interest of all the youth at camp. A successful applicant will have both the confidence to make these decisions, and the ability to collaborate with other members of the Leadership Team in making these decisions, with final authority given to the Executive Director.

Roles/Responsibilities include, but are not limited to:

1. Developing and managing the camp budget with the Executive Director



2. Work with vendors to secure location, food, programming, and other needs for camp
3. With the Executive Director (ED), hiring program staff and processing background checks; recruit volunteers and process background checks
4. Working with ED & Youth Services Director (YSD), assist with presentations related to program enrollment
5. Facilitating staff & volunteer orientations
6. Co-facilitating staff trainings along with the YSD
7. Completing camp payroll and reimbursements.
8. Actively participating in all Leadership Team Meetings
9. Updating, disseminating and managing enrollment forms and packets
10. Designing youth camp packets: registration forms, camper schedule, welcome letter, and other pieces as needed
11. Creating and managing all camp programming and schedules, contracting with outside vendors, and communicating with staff prior to camp about the program schedules
12. Support the Youth Services Director in creating a camper summaries after each camp
13. With Executive Director, schedule and participate in yearly staff evaluations
14. Writing and submitting camp and program summaries
15. Maintaining and writing policies and procedures along with the ED and YSD
16. Providing support for YSD with campers outside of camp when needed
17. Keeping photographs of camp and programs organized and updated through online media
18. Scheduling with facilities managers at selected program sites and coordinating with them before, during and after programs
19. Program Implementation:



- a) Oversee programs that include Journey Camp, Jr. Journey Camp, Rites of Passage, Mentor Program as well as any new programs
 - b) Recruit and manage Mentor Program participants/matches
 - c) Ensure the well-being of all children involved in programs
 - d) Establish and maintain relationships and partnerships with collaborative agencies
 - e) Help implement program evaluation tools for programs, and analyze and make improvements based on findings
20. Resource Development
- a) Help provide support for all fund-raising events
 - b) With ED represent U1SVF at community events
 - c) Provide ED with necessary information and data for grant writing and fundraising purposes
21. Ensure U1SVF organizational compliance with industry standards for organized camping

Roles/Responsibilities during camp include, but are not limited to: **Many of these functions are not applicable during day-long camps implemented during COVID-19. They are included here in anticipation of returning to overnight camps in future years.*

1. Directing all daily aspects of camp
2. Leading and/or approving of programming changes with Executive Director (ED) approval
3. Supervising all instructor-mentors, chef, cabin counselors and lead male and female counselors
4. Approving of schedule changes and staff time off
5. Collaborating with YSD as Lead Staff on all behavioral issues with youth and notifying ED
6. Collecting all receipts for workshops and expenses via reimbursement forms, and keeping track of expenditures
7. Planning meals, prepping food, grocery shopping, and preparing meals
8. Providing support in the cabins (for overnight camps) alongside the YSD
9. Prepare sign in/sign out logs and place in notebook for registration table
10. Ensuring purchasing, organization, clean-up and storage of camp supplies
11. Organizing program set-up prior to program's start
12. Organizing take down of program supplies and ensuring it is put back in proper storage units



13. Keeping inventory of all program supplies and keeping inventory organized
14. Facilitating clarity circles and conflict resolution between campers and staff as needed alongside the YSD with ED's support
15. Keeping notes throughout programs to reference for debrief and future program implementation
16. Organizing vehicle transportation before and during programs that adheres to policy and procedure guidelines
17. Help design surveys to monitor progress of youth

Under One Sky Village Foundation is committed to creating a diverse team. We encourage all qualified applicants to apply, and will review all applications for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

Because this position works in direct contact with children, the successful candidate must be fully vaccinated against COVID-19. The successful candidate will also be asked to complete a full background check.

To apply, please submit a cover letter, resume, and three professional references to kelly@under1sky.org. This position will remain open until filled.