**Program Manager – Afterschool**

**POSITION SUMMARY:**

In the spirit of the mission of Project Transformation, the Program Manager takes much responsibility in researching and synthesizing information about research backed enhancements to the implementation quality of the After School Program with support to its curriculum development, team dynamics, and focused support in the areas of the Summer Program in regards to youth Reading and young adult organizational culture in community life. Works closely with Director of Programming and Leadership Development in regards to alignment of daily program quality to the mission, vision, values, and program objectives of Project Transformation North Texas as well as its local and national standards. This person is responsible for upholding the mission and values of Project Transformation, including the covenant relationship with the United Methodist Church.

**ACCOUNTABILITY:**The Program Manager is directly accountable to the Director of Programming and Leadership Development and will work closely with several Project Transformation staff.

**ESSENTIAL RESPONSIBILITIES:**

After-School Program (September through mid-May):

1. Researching local and national models of after school programming and team dynamics, developing comprehensive reports on potential models and outlining a planning process for implementation for the identified areas of interest for teams. This plan will be developed with direction from the Director of Programming and Leadership Development and input from program staff.
2. Researching young adult coaching methods and former coaching models used by Project Transformation chapters as well as other organizations directed by the Director of Programming and Leadership Development and in conjunction with program staff.
3. Working with each after school program location to deepen connections and meaningful partnerships according to our mission, vision, values, and program design of project transformation in close conjunction with the Program Staff.
4. Providing feedback and assessment through monthly summary reports analyzing the site paperwork submitted to the Director of Programming and Leadership Development each month.
5. Assisting the program staff in compiling site paperwork and evaluation of data under the direction of the Director of Programming and Leadership Development.
6. Assisting with monitoring and evaluating all aspects of the after-school program, including reading, arts & crafts, recreation, book club, field trips, afternoon enrichment, and family fun nights (refer to program quality checklist when visiting sites), and trainings.
7. Helping manage the information and data collection for the after-school program outlook for implementation quality and effectiveness.
8. Attending recruiting events to support recruitment of Afterschool Program AmeriCorps members, semi-annual meetings with program site supervisors, weekly staff meeting, weekly program team meetings and weekly team lead meeting and ongoing training for after-school program team leaders.
9. Supervise the Afterschool Program Site Coordinators in daily tasks, performance, quality, monitoring and evaluation, coaching, trainings, troubleshooting/challenges at site, and report major issues to Program Director.

Summer Program (mid-May through August):

1. Preparation for upcoming afterschool programming including curriculum, partnerships, supporting participant recruitment, and ongoing member recruitment for the Afterschool Program.
2. Assisting with training, supervision and coaching of those young adults implementing the youth summer reading program and the young adult program in regards to intentional community. Providing support, encouragement and feedback to teams to continuously improve the quality of programming.
3. Assisting in the development of short and long-term plans for programs, monitor progress, assure adherence and evaluate performance.
4. Assisting in design of performance objectives and implement and monitor programming to meet desired outcomes.
5. Assisting with development of program quality standards for the summer program.

Year-Round

1. Organizing and establishing meetings on regular basis with designated individuals to foster positive relationships.
2. Providing Curriculum/Enrichment quality support, which includes proofreading submitted curriculum/enrichment paperwork.
3. Assisting with pre-program and ongoing training and information sessions.
4. Providing ongoing coaching, feedback and assessment to ensure high program quality standards.
5. Assisting with program evaluations and prepare data for AmeriCorps and other reporting purposes.
6. Assisting the Director of Programming & Leadership Development with administrative support, coaching and directing staff in operational activities to ensure compliance with company goals, objectives and budget. Reviewing on a continual basis the department procedures, staffing and equipment for maximum efficiency while controlling costs.
7. Nurture school relationships (including campus community liaisons, administrators,) and manage the day to day partnership with Dallas Afterschool (DAS - DESSA, SOP, Support AqUA assessment process).
8. This role is open to creativity and solutions-oriented ideas that support the growth and development of the Afterschool Program as we continually adapt to the growing needs of our communities as well as industry best practices.

**QUALIFICATIONS:**

1. Bachelor’s Degree required
2. At least 3 years’ of direct program service and program coordination, management, or related experience.
3. Embrace and integrate Project Transformation’s core values into his/her work practices.
4. Strong understanding of the United Methodist Church.
5. Excels in cultivating and building relationships with individuals of diverse backgrounds.
6. Problem solver, who is well organized, methodical, detail-oriented, and self-motivated.
7. Ability to establish priorities, work independently, and proceed with objectives without supervision.
8. Exceptional written, oral, interpersonal, and presentation skills.
9. Proficient computer skills.
10. Passion for PTNT’s mission.

Full-time position with health benefits, PTO and holidays. Please apply by sending a cover letter and resume to Kirsten James, [james@ptnorthtexas.org](mailto:james@ptnorthtexas.org). No phone calls.