



YEMBA, Inc.

Program Manager Position Description

Company Description:

YEMBA is a 501(c)3 organization that provides empowering, innovative, and stimulating mentoring services alongside a basketball component to at-risk youth. Our programs are designed to educate our youth mentally, physically, and spiritually with a life-long learning and service experience through mentorship that will equip them with knowledge and tools for leadership development and success in life.

Program Manager Position:

YEMBA is hiring two Program Managers (PM) - one for the middle school program and one for the high school program. Each PM will be responsible for overseeing day-to-day operations successfully in their program, including organizing, implementing, and coordinating mentoring services across communities and schools. The PM works extensively with YEMBA's Mentors, Junior Mentors, and school administrations in identifying and reaching out to at-risk youth and families, while educating the community about the program and its benefits.

Duties & Responsibilities:

Program Management

- Act as school liaison by developing and maintaining relationships with school personnel, including student success coaches and teachers.
- Provide student program participants with academic support and monitoring by tutoring in core subjects as needed and documenting student academic progress.
- Provide student program participants with social emotional learning and support by providing in-person Tier I interventions for youth as needed, and supporting staff with developing strategies for supporting youth in crisis.
- Demonstrate a firm understanding of trends in positive youth development and social emotional learning in order to update and evaluate current curriculum to ensure alignment.
- Manage the collection and entry of programmatic data related to participant attendance, demographics, and outcomes.
- Support the continuous quality improvement of programming by evaluating programs on a regularly scheduled basis through observation and assessment of program content and service delivery to determine program quality, identify areas for improvement, and create a plan to work towards quality improvement.
- Assist Program Director in budget development and tracking.
- Manage program inventory of materials and program participant snacks.
- Attend and conduct outreach events at schools and throughout the community in order to attract and recruit student program participants.

Family Relationship Management

- Serve as the primary contact for families regarding enrollment and participation in YEMBA programs.
- Develop systems for communicating with parents about youth engagement.

Partnerships and Community Engagement

- Support the development of new partnerships and initiatives that enhance program delivery.
- Engage with members of the community to share knowledge and garner support for YEMBA programs and initiatives.

Staff Supervision and Development

- Supervise and support 10 adult Mentors, Junior Mentors, and Interns, as well as participate in interviewing and hiring of any new mentors.
- Support the professional development of the program team by researching and conducting training on best practices for program facilitation and content delivery.
- Work collaboratively with the Program Director to assess employee performance.
- Serve as a mentor to program staff, providing feedback and setting goals according to the organization's priorities outlined in the strategic plan.
- Ensure that all Mentors and Junior Mentors record daily attendance and provide any updated information.
- Attend staff meetings and events as required.
- Maintain knowledge current in the field but not limited to, participation in coursework, seminars, and workshops.

Fundraising

- Participate in agency-wide fundraising events.
- Encourage participant and community participation in agency-wide fundraising events.

Required Qualifications:

- Licensed Clinical Social Worker with an emphasis on Early Childhood, Youth Development, or related field required.
- Minimum three years experience working with youth in a human service setting, social service setting, or related field.
- Must demonstrate excellent interpersonal, verbal, and written communication skills.
- Automobile is required with insurance and a valid driver's license (travel to local schools and local events.)
- Operate professionally in the field on a flexible time schedule, which can include some late evenings and weekend events.
- Maintain respectful and appropriate relationships with program participants, all levels of agency staff, and the various organization partners of the agency, while demonstrating sensitivity to all ethnic, racial and economic backgrounds.
- Proficient in Microsoft Office (Word, Excel, PowerPoint).

- Proficient in Google (Docs, Sheets, Slides, Forms).
- Strong Leadership and Organizational Skills.
- Possess a creative mind with an ability to suggest improvements.

Pay Rate: \$60K - \$65K. (Commensurate based on qualification and experience)

Benefits: Dental, Health and Vision insurance, Paid Time-off

Position: Full-Time

Email resume to: yemba@yemba-inc.org

YEMBA is an equal opportunity employer.

Overview of Programs

Mentoring Empowerment Program (M.E.P.)

The MEP program provides group mentoring services to at-risk middle school students. This program provides in depth mentoring assistance and recreational learning experience. The mentoring workshops are designed to empower youth to embrace their leadership potential through social emotional learning as well as educating them about the importance of substance abuse and financial literacy. The recreational workshops are customized to provide youth with the fundamental knowledge and skillset of various sport. Moreover, the program provides academic assistance through tutoring and homework help. The program is administered in middle schools within the Oak Park Community.

Mentoring Empowerment Training (M.E.T.)

Our mentoring empowerment training programs is aimed at imparting information to high school students who are currently in or pursuing a mentorship role. The goal is to improve their performance or to help the individual attain the knowledge or skill required to mentor and empower another successfully. The training program curriculum is designed to teach individuals how to effectively mentor and empower another while incorporating social emotional learning practices.

Students Taking Action Regarding Success (S.T.A.R.S.)

The goal of this project is for S.T.A.R.S. to be a catalyst for minority middle school youth that have been disenfranchised. S.T.A.R.S. will provide a safe space where students can build connections, process difficult moments that occur in the classroom, cafeteria, and the broader Oak Park community, while receiving support and affirmation in a setting with other middle school aged children that share in similar experiences. A major goal of S.T.A.R.S. is to be an outlet in implementing change in the middle after school space by facilitating positive identity development, that helps children to advocate for themselves as well as develop leadership and empowerment skills. Students will share their personal experiences/reflections with the goal of becoming advocates for themselves and each other.