

GYC Program Manager – Job Description

Board Approved November 10, 2021

Job Title: Program Manager

Supervisor: CCGY Director

Organization Summary: *The Citizens Committee for Greenwich Youth* (CCGY) is a volunteer, non-profit organization whose purpose is to provide recreational facilities, programs and opportunities for the youth of our community. We work with the Village of Greenwich, the Town of Greenwich as well as public and private entities to maximize the impact of our funds.

Position Summary: The Program Manager is responsible for supporting the CCGY Director in the management of the Greenwich Youth Center. This includes supporting the development of the organization's role as a provider of enrichment, development and educational programs in a supervised, safe and well-maintained community facility. The Program Manager will work with the CCGY Director, the CCGY Board of Directors and staff and volunteers to support the goals and mission of the CCGY.

Key Responsibilities

- Coordinate with the CCGY Director to insure two-person coverage during GYC open hours.
- Actively supervise GYC activities during open hours
- Schedule and implement Signature programs. (Peer Tutoring, Eat Well, Stay Fit, Fun Nights, games)
- Generate a general food and program supplies Needs List weekly and submit to the Director.
- Partner with the CCGY Director in planning and execution of special and community programs.
- Supervise members and volunteers to insure the GYC code of conduct is met.
- Maintain accurate current membership and volunteer contact records.
- Maintain accurate attendance records for members and volunteers.
- Administer website and Facebook page to maintain current information with assistance of the CCGY Director,
- Work with the CCGY Director to support all social media and press releases.
- Contact appropriate person (CCGY Director, Board member, parents, or 911) in case of emergencies.
- Meet with the CCGY Director on a regular basis and board members when appropriate.
- Attend continuing education courses as scheduled
- Stay knowledgeable of and enforce current health and safety requirements. Example: COVID.
- Complete any other necessary tasks as directed by the GYC Director.

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Skills & Qualifications

- Ability to work well with children, grades 3-12, in both educational and recreational settings.
- Good communication and organizational skills.
- Experience with website maintenance and social media platforms.
- Knowledge of and proficiency using MS Office.
- Previous experience working with children.
- Background check required.

Salary: \$15/hr

- Average 25-hr Work Week
 - Open hours 20.5hr, GYC prep/closing 2.5hr and out-of-office work 2.0 hr.
 - Includes Saturdays and some Sundays.