

GYC Program Manager – Job Description

Proposed for Board Approval January 4, 2019

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 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, staff and volunteers to support the goals and mission of the CCGY.

Key Responsibilities

- Schedule and maintain 2-adult coverage of GYC during open hours.
- Coordinate with the Director to insure coverage of 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 and submit to the Director.
- Partner with the Director in planning and execution of special and community programs.
- Schedule volunteers for two-person coverage at all times with assistance of the Director.
- Supervise members and volunteers to insure the GYC code of conduct is met.
- Maintain accurate current membership and volunteer contact records.
- Keep attendance records for members and volunteers.
- With assistance of the Director, administer website and Facebook page to maintain current information.
- Work with the CCGY Director to support all social media and press releases.
- Contact appropriate person (Director, board member, parents, or 911) in case of emergencies.
- Meet with the Director on a regular basis and board members when appropriate.

Skills & Qualifications

- Ability to work well with children, grades 4-12, in both educational and recreational settings.
- Good communication and organizational skills.
- Experience with website maintenance and social media platforms.
- Proficiency with computer programs especially MS Office.
- Previous experience working with children.
- Background check required.

Salary: \$14 per hour

Average 25 Hour Work Week (Open hours – 20.5, prep/closing at GYC – 2.5, out of office work 2.5) including Saturday and some Sundays.