



EASTSIDE STUDENT CENTER

www.eastsidestudentcenter.org | 162 W. Line Street | info@eastsidestudentcenter.org

Position Title: Youth Program Manager | Line Street | 7th - 12th Grade

Reports To: Executive Director (ED), Managing Director (MD)

Salary: Full Time | 32-40 hrs/wk | \$50,000 - \$65,000 (DOE)

Benefits: Medical | Dental | Vision | Retirement Plan | PTO

POSITION SUMMARY:

The Eastside Student Center (ESC) Youth Program Manager of Line Street (YPM) will be the general point person for all operations and programs at ESC's Line Street site, from managing day-to-day operations, providing leadership and mentorship for students, staff, and volunteers, to building strong relationships and partnerships with families, local businesses and organizations. The YPM will be responsible for creating and developing programs based on students' needs and interests, collaborating with staff and various agencies to provide said programming, as well as organizing volunteers and overseeing the general operations of the site.

GENERAL DUTIES & RESPONSIBILITIES:

Program Management & Development

- Manage and oversee all operations at Line Street during hours of operation, including opening and closing duties.
- Attend weekly planning meetings and daily staff check-ins.
- Plan daily, weekly, and monthly programs & activities aligned with ESC's mission and funder requirements.
- Plan & implement monthly special events for students, families and community members.
- Monitor program outcomes and evaluate effectiveness.
 - Assist in reviewing, preparing and submitting program reports to any funding agencies supporting this program.
- Identify opportunities for program improvement and/or expansion

Communication

- Effectively communicate with all ESC staff.
- Maintain effective and open lines of communication with schools, district, funders, local orgs & businesses, students, and families.
- Social Media posting in collaboration with program staff
- Volunteer recruiting and coordination

Day-to-Day Operations

- Student supervision & behavior management.
 - Develop & implement positive student behavior plans & expectations.
 - Communicate promptly with parents/guardians regarding student behavior.
- Program staff supervision.
 - Maintain a positive work environment and set an example of conduct and professionalism for staff, students and volunteers.
 - Collaborate with MD & program staff on monthly staff scheduling.
 - Manage program staff & volunteers
- Weekly meal, snack & supply shopping.
- Track and document program sessions with Brightwheel app/sign-in sheets, detailed notes, photos, & any other means deemed appropriate.

Miscellaneous

- Assist MD & Youth Development Coordinator with planning & implementation of any special programming.
- Documentation organization & upkeep.
- Fundraising, event & tabling support.
- Other duties as assigned by ED & MD



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QUALIFICATIONS:

Education & Experience

- Bachelor's or Associate's degree in Education, Social Work, or a related field preferred; equivalent experience will be considered.
- California Teaching Credential preferred but not required.
- Experience working with youth.
- Experience supervising staff and managing programs.

Skills and Competencies

- Excellent written and verbal communication skills.
- Proficiency in Google Suite (Docs, Sheets) & social media platforms (Instagram, Facebook).
- Bilingual (Spanish) is preferred.
- Ability to relate to young people in a positive, professional manner.
- A self-starter with strong organizational and time management skills.
- Must be grounded and organized and yet flexible and open to the changing demands of a small non-profit.
- Willing to step into tasks as needed and requested by the ED, MD, & Board of Directors

REQUIREMENTS:

- Commitment to the mission and values of Eastside Student Center.
- Ability to work flexible hours, including evenings and weekends as necessary.
- Collaborative, team player.
- Valid driver's license and reliable transportation.
- Successful completion of background checks.
- CPR/First Aid Certification.

TO APPLY:

Submit resume, cover letter, and reference list to jordan@eastsidestudentcenter.org

Applications will be reviewed on a rolling basis until the position is filled.

Eastside Student Center is an equal opportunity employer. We are committed to creating an inclusive environment for all employees.