

eliminating racism empowering women

ywca

Central Massachusetts

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| Position: | Program Manager – Girls CHOICE |
| Accountability: | Director – Women’s Economic Empowerment |
| Hours of Work: | Full-Time; 35 hours/Week |
| Location: | Worcester |
| Hourly Rate: | \$20.00 |
| CORI Required: | Yes |

About the YWCA Central Massachusetts

For more than 125 years, the YWCA Central Massachusetts has served as a life-long positive force for women and girls, their families and communities. By leveraging the reach, power and passion of our members and supporters, we have created lasting change.

The YWCA Central Massachusetts offers a wide range of programs, including early education & care; domestic violence services; career assistance; healthy lifestyle promotion. Our services strengthen women and girls in the community, helping them to realize their full potential.

General Function:

Girls CHOICE is a long-term mentoring program which pairs professional women with at-risk students beginning in 7th grade until 12th grade. The goal is to help each mentee obtain higher education, and mature into a financially independent and self-assured young woman. The Program Manager is responsible for administration of the Girls CHOICE Program to ensure implementation of mission, goals and vision for the program. Functions include staff supervision, program management and development, community outreach, financial management and provided support when needed.

Responsibilities:

- Provide supervision to the Academic Coordinator/Support Services, work study students, interns and volunteer staff.
- Coordinate and work closely with the Board and Big Brother Big Sister on mentor recruitment.
- Monitor and track student attendance and participation in the scheduled programming with mentors on a weekly basis.
- Meet on a weekly basis with director to provide report.
- Monitor the distribution and report for petty cash.
- Maintaining statistics and program evaluations needed for grant proposals and reporting; maintain thorough academic and general records on individual mentees for Middle School and High School.
- Coordinate mentee enrollment, including recruitment, application and interview process.
- Monitor program to ensure that required outcome objectives and reporting requirements are met such as interim reports, quarterly reports, and annual assessments.
- Establish disciplinary program policies and enforce when needed.
- Network with agencies and schools to recruit mentees.
- Create a communications and public awareness strategy and prioritize public relations.

- Coordinate implementation of rewards, incentives for students and mentors.
- Coordinate all correspondence to parents.
- Provide crisis management when needed.
- Facilitate/coordinate probation meetings with BBBS, mentee, mentor, and parent.
- Perform other duties as needed.

Qualifications:

- Minimum of Bachelor's Degree in counseling, psychology or related field.
 - Minimum of 3 year's experience in program management; demonstrated skills in program management, supervision, financial management, and program development.
 - Ability to work with community groups and volunteers.
 - Strong administrative and development skills.
 - Grant writing experience and experience with measuring outcomes and evaluation tools is required.
 - Ability to work independently.
 - Must be culturally sensitive and able to effectively communicate both orally and in writing with people of all demographics.
 - Ability to speak Spanish is preferred.
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How to apply:

If you are interested in applying for the above position please send resume to:

Email: HR@ywcaworcester.org

Fax: Human Resources at 508-754-0496

Mail: YWCA Central Massachusetts
Attn: Director of Human Resources
1 Salem Square
Worcester, MA 01608-2090

The YWCA Central Massachusetts is an Affirmative Action/Equal Opportunity Employer.