



BERKSHIRE SOUTH

REGIONAL COMMUNITY CENTER

15 Crissey Road, Great Barrington, MA 01230

POSITION OPENING

Posting Date: 03/22/2017

Availability: Immediately

Classification: Full Time, Exempt

YOUTH DEVELOPMENT MANAGER

Job Summary: The Youth Development Manager will create, implement, manage and coordinate intervention and prevention-based programming, ensuring the highest quality programs and services related to intervention and prevention for all youth served by the Center. He/She is responsible for the coordination of and management of the operations and programs related to our intervention and prevention scope, as well as the outcomes of these initiatives. These include, but are not limited to Community Academy, the Experiential Internship Program, Youth Advisory Committee, Teen Outreach, Nutrition, and Exercise program, Teen Leadership Training, Learn to Lead, middle school dances and events and the anti-bullying initiative. He/she will ensure all programs are mission driven and reflect the values and goals of the Center. Ensure the organization's mission, philosophy, values and decisions are consistent within and throughout all decisions, communication and dealings on behalf of the Center.

Primary Attributes: Team Player

- Strong work ethic/reliable
- Customer service experience/able to handle & solve problems
- Maintain a professional appearance
- Trustworthy

Qualifications and Experience:

- Bachelor's Degree required, with Masters' Degree preferred
- Current CPR and First Aid certifications
- At least 3 years of related experience

Performance Assessment:

The Director of Programs will conduct a performance assessment after 3 months and each year thereafter.

Duties and Responsibilities to include but not limited to:

- Develop and manage the Center's youth intervention and prevention programs through the lens of the Center's mission and in support of budgetary goals while ensuring quality assurance measures.
- Maintain a measurement and outcomes system for relative programs and use this information to inform program development direction and resource allocation.
- Ensure operational details are fully coordinated for all programs
- Work with local school districts and other organizations as an advocate of the Center to best identify the community needs to be met within the intervention and prevention area.
- Support in identifying and acquiring funding through grant writing and underwriting outreach and reporting as requested by the development department.
- Provide marketing support and evaluation
- Ensure the Center meets or exceeds all state, local and federal safety and related guidelines to include ADA (American with Disabilities Act).
- Ensure we are meeting State and Federal guidelines and Berkshire South's own minimum standards.

Administrative Responsibilities include but are not limited to:

- Act as main liaison between BSRCC and parents, students and families of YIPC programs, and educational administration.
- Maintain relations with school staff in South County middle & high schools to include principals, vice principals, guidance counselors and coordinate efforts around programs.
- File maintenance and enrollment maintenance for relevant programs including TLT, Experiential Internship Program, TONE, and Community Academy.
- Oversee record keeping of programs including tracking and evaluation.
- Ordering of supplies needed for all programs.
- Substitute as needed.
- Serve as the Manager on Duty at the request of the Operations Manager or Executive Director.
- Assist in development of new policies, procedures, rules and strategic planning.
- Maintain all relevant policies and procedures
- Complete all necessary paperwork for above responsibilities
- Enforce all Berkshire South and YIPC department rules, regulations, policies, and guidelines
- Coordinate and manage all special events involving YIPC programs.
- Be prepared to take on additional responsibilities as determined by the Director of Programs or Executive Director

Personnel

- Recruit, hire, train, manage, schedule and evaluate all department staff including Teen Leadership Program, Learn to Lead, and TONE.
- Establish a team of volunteers to support Community Academy and other YIPC initiatives, that is engaged and accountable to the current standards within the field and practice of intervention and prevention
- Supervise all YIPC staff and volunteers
- Determine weekly staff schedule and manage staff time off and substitutions.
- Ensure ongoing professional development for personnel to ensure best practice and the highest standards for safety and service.
- Coordinate and manage regularly scheduled departmental staff meetings.
- Ensure current certifications are maintained for personnel.

Financial

- Develop, maintain, and revise annual department budget
- Oversee all purchasing approved in operating budget, under direction of the business office
- Overall management of income and expenses, ensuring funds are spent in accordance with grant stipulations
- Manage inventory and supply ordering for all program needs.

Programming Responsibilities:

- Design curriculum, daily schedules and activities along with relevant staff for TONE, Teen Leadership Training and Community Academy.
- Outreach to teens and parents for enrollment of programs on an ongoing basis.
- Provide anti-bullying, mentoring, and other relevant youth intervention and prevention trainings to BSRCC staff.
- Develop and maintain procedures related to experiential internships.
- Recruit, train, supervise and evaluate interns.
- Work to ensure intervention and prevention opportunities are part of the daily curriculum for TONE program as well as coordinate schedule and staff for fitness and nutrition workshops.
- Deal with any incidents that occur.

Physical Requirements:

Continuous: Sitting, talking, standing
 Frequent: Walking, climbing stairs, repetitive hand motion
 Occasional: Pushing, pulling, reaching, bending, stooping, kneeling, twisting, performing physical holding techniques
 Rarely: Working overhead

Weight Lifting/Manual Carrying:

Continuous: None
 Frequent: Up to 20 pounds
 Occasional: Up to 50 pounds
 Rarely: Over 50 pounds

Definitions:	Continuous = 66 to 100% of the time	Occasional = 10 to 30% of the time
	Frequent = 31 to 65% of the time	Rarely = less than 1-% of the time

Please send cover letter with salary requirements and resume to HR@berkshiresouth.org to apply.

BSRCC is an equal opportunity employer. All employees of Berkshire South receive membership benefits and discounted programs.