



Vision: Youth and families thrive in a caring and connected community.

Mission: Provide activities and opportunities to help youth and families thrive.

Youth Club Manager

Background and Position Summary

Youth 360 is an initiative to connect local youth to their peers, parents, and community to improve health and wellness throughout the Mat-Su. The more connected a young person is, the more likely they will become happy, healthy, thriving adults. Social connection is linked to increased rates of health and well-being and reduced rates of bullying, suicide and depression, and substance misuse.

Youth 360 builds connection by providing positive, meaningful activities and opportunities for young people and their families. Youth will be able to contribute their ideas to help shape programs. Youth 360 offers an afterschool youth club, fun and interesting activities, stipends for community and school-based activities, family events, summer programs, behavioral health services and transportation.

The Youth Club Manager manages a Youth Club for middle and high school students during after-school hours, school breaks and scheduled summer hours. The Youth Club Manager is responsible for developing and maintaining a welcoming, safe, judgment-free environment that promotes belonging and connection for youth participants. Training in positive youth development and trauma-informed practices is provided to enable the manager to actively listen to and promote positive protective skills in youth they work with and support. The Youth Club Manager will model the initiative's guiding values while fostering a culture in which youth and families thrive.

Responsibilities

- Responsible for day-to-day operation of a Youth Club afterschool program site, including building and upholding program norms, routines and expectations, scheduling and designing club activities, managing and organizing supplies and resources, coordinating staff responsibilities, operating food distribution, and handling daily schedule changes.
- Establish and maintain a program atmosphere that fosters a sense of belonging and connection for all youth participants.
- Encourage and cultivate youth voice and choice in programmatic decisions and program direction.
- Encourage growth of social connections among participants, among peers, families, staff members, volunteers, visitors and the wider community.
- Ensure supervision, oversight and safety of all youth participating in the Youth Club, in coordination with program providers and volunteers.
- Develop and implement on-site programming with direction from youth and program leadership. All programming should support positive youth development principles.
- Communicate and work closely with Youth 360 Director and program team.
- Provide leadership, empowerment, direction, and feedback for Youth Engagement Specialists (YES) in activity planning, upholding club norms and expectations, and maintaining healthy, positive interactions with youth.
- Ensure a minimum of 4 activities meeting quality standards are scheduled and provided during each full week of programming. These activities are planned and provided in coordination with Youth Engagement Specialists.

- Plan and oversee youth club transportation routes, to meet the needs of as many youth as possible within cost and logistical limits.
- Build constructive and collaborative relationships with school district staff and community partners.
- Increase visibility of Youth 360 and its mission through promotional and outreach efforts.
- Plan and operate parent and community events, community engagement opportunities, recruitment opportunities and other outreach activities.
- Encourage and cultivate parent engagement in youth club programming and direction.
- Contribute to Youth 360 social media and online engagement efforts.
- Participate in Youth 360 initiative workgroups and community-focused projects, as assigned by Youth 360 Director.
- Participate in ongoing professional development and training opportunities.
- Track youth attendance and participation. Routinely review program data and information for program and initiative improvement.
- Submit quarterly narratives and reports on club activities, to include outreach, youth engagement, youth voice and choice, accomplishments and challenges.
- Resolve conflict in a consistent, strengths-based manner, regardless of race, ethnic background, socioeconomic status, sexual orientation and religion. Discuss youth concerns with the Director.
- Regard any personal information about youth as confidential.
- Be outgoing, engaged and genuine in building relationships with youth.
- Embrace a multicultural environment.
- Support Youth 360 efforts to strengthen community attitudes and beliefs valuing youth voice and prioritizing positive youth development.
- Uphold Youth 360 policies and risk management program to minimize risk for youth and families.
- Monitor daily operations and establish and maintain appropriate systems for measuring and reporting necessary aspects of operational and program management. Participate in Program Quality Improvement (PQI) processes and implementation.

Competencies

- Strong leadership abilities including strategic thinking, problem solving, teamwork, assertiveness, enthusiasm, creativity, and integrity.
- Ability to multi-task, learn quickly, stay flexible and highly organized in fast-paced environment
- Commitment and passion for working with youth, families, and the community.
- Outstanding communication and interpersonal skills, with the ability to build authentic relationships with diverse youth and families.

Position Qualifications

The Manager must be committed to the mission and vision of Youth 360 and demonstrate:

- Interest in working with youth ages 12-18 and providing a positive environment for youth
- Strong leadership abilities, including interpersonal skills, sensitivity, assertiveness, enthusiasm, creativity and good judgment.
- Acceptance of the diversity of beliefs, values, experiences and interests of youth.
- A minimum of three years work experience including one or more years of working with youth in a classroom, after school, or recreation environment.
- Experience working on issues that impact children or families.
- Bachelor's degree in education, social work, recreation administration or related field preferred.
- CPR certified or the ability to be certified.
- Preference will be given to applicants who reside in the Mat-Su Borough.

This is a full-time position (40 hours per week) with paid holidays and paid time off. Position is contingent upon passing of all required MSBSD screenings. This position reports to the Director of Youth 360 and will be a United Way of Mat-Su employee.

Pay: \$36K-\$45,000K Salary DOE

Education: Min. Associates Degree

Please email a cover letter and resume to director@youth-360.org.