



## **Middle School Program Manager**

**Position Profile:** Peace Neighborhood Center is a private, non-profit community organization that provides programs and services for individuals and families with social and financial needs. Our program coordinators are essential in helping to fulfill our mission of finding the greatness in all of those we serve. We believe that you are an individual that is flexible, hard working and understands how to hold ALL youth to high expectations while creating strong relationships and understanding how trauma, environment and opportunity shape the outcomes and achievement of youth in our community.

### **Responsibilities include (but are not limited to):**

- creating, implementing and evaluating program curriculum for ongoing after school and summer programs for youth in 6<sup>th</sup> – 8<sup>th</sup> grades • monitor daily attendance
- monitor behaviors, mediate arguments, disagreement or altercations, create behavior plans for ongoing issues with behavior
- monitor academic performance, conduct school visits, coordinate tutor plans and create academic success plans
- supervise and train volunteers, undergraduate and graduate interns and other paid staff
- create a program calendar that includes plans for ongoing workshops, parent nights, field trips and other special events
- work with other program coordinators and director to create and implement ongoing system for behavior rewards and consequences • regularly engage and communicate with parents
- creating and presenting program registration and parent orientations twice a year (and more often, if necessary)
- assisting with daily meal preparation, meal serving and clean up of meal prep/serving areas
- assisting with building maintenance and cleaning (sweeping, mopping, cleaning bathrooms and the kitchen; organizing library and study areas; and any other areas as needed
- administering first aid when necessary
- assisting with weekly fresh produce distribution
- assisting with annual and ongoing development activities and fundraising/community events
- assisting with annual holiday toy and food distribution
- other duties to fulfill the mission of Peace Neighborhood Center, as assigned by the Executive Director

**As a Middle School Program Manager you must:**

- Be immediately able to function independently and without a lot of direct supervision
- Serve as a positive role model for the youth by modeling mutual respect, compassion, and trust
- Have a positive social media presence
- Utilize good judgment in both their professional and personal lives • Know how to help instill self-esteem in vulnerable youth and youth of color • Be familiar with how Adverse Childhood Experiences affect vulnerable populations
- Be culturally competent
- Be knowledgeable of how poverty affects children and families, especially in the setting of perceived wealth or privilege
- Have an understanding of income inequality and the achievement gap
- Understand how racial segregation, racism and discrimination affect all communities and all races
- Be knowledgeable of the needs of LGBT youth as well as youth with serious emotional and mental health problems (diagnosed and undiagnosed)
- Have the ability to de-escalate and manage crises

**Other Required Qualifications:**

- Bachelor's degree or equivalent experience working in youth programs • 2 - 3 years of experience coordinating after school and/or summer programs
- Experience working with low income and vulnerable youth • Experience working with youth of color, specifically African American youth
- Demonstrated ability to work well with individuals from diverse racial and socioeconomic backgrounds
- Excellent written and verbal communication skills
- Basic computer literacy required, particularly working knowledge of MS Word and MS Excel
- Exceptional interpersonal skill and ability to build relationships • Demonstrated success solving problems and taking initiative • Ability to work in a hands-on environment with limited resources
- Knowledge of Ann Arbor Public Schools and Ann Arbor community resources
- Experience working with residents of low income or public housing communities
- Have (or obtain) Red Cross certification in first aid and CPR for youth and adults
- Valid driver's license and reliable transportation for commuting to office and other essential job functions

**Reports to:** Peace Executive Director and Youth Programs Director

**40 hours/week;** M-Th: 11am-7pm; Fri: 8am-4pm; will include some evenings and weekends though weekly adjustments to the schedule are possible. Summer Hours are primarily Mon-Th 8am-5pm: Fri 9am-3pm.

**Salary: \$35,360.00 - \$42,000.00**

**Health Benefit Blue Cross PPO paid for employee, Additional Aflac Policy and Retirement Savings Package (403-B)**

**Paid Vacation and Holidays:**

- Two weeks vacation, one personal day, and birthday
- Holidays including MLK, Memorial Day, Juneteenth, July 4th, Labor Day
- Thanksgiving (Thurs & Friday)
- Christmas Eve and Day
- New Year Day

**To Apply:** Send Cover letter and resume to the attention of Bonnie Billups, Jr. Executive Director @ [bbillups@peaceneighborhoodcenter.org](mailto:bbillups@peaceneighborhoodcenter.org). **No Calls accepted!**