**Youth Services Program Manager**

**Hours:** 40+ hours/week, including evenings and weekends; position is benefits eligible and pay is competitive and based on DOQ

**Supervisor:** Executive Director

**Programs Supervised:** Youth Program Staff, 2-3

**Position**

The SWCC Youth Services Program Manager will have operational responsibility of the SWCC’s Youth Services Program including the development and implementation of program guidelines, goals, and outreach efforts. The SWCC Youth Services Program Manager must have the vision, organization, planning skills, leadership, and integrity to maintain current program growth with a high level of professionalism. The Youth Services Program Manager must have excellent management skills and be able to recruit, supervise, and support a diverse and effective team.

**Responsibilities**

* Identify, create, and implement high quality programs, curriculums, and services built on best practices in the field, innovation, funding, and mission of the Southwest Crisis Center (SWCC)
* Regularly evaluate program outcomes to ensure that the requirements of grantors/funders are met and that outcomes can be communicated to Executive Director for program improvements.
* Identify and build relationships with other community partners that serve youth and families.
* Uphold best practice standards for all sexual assault, domestic violence, and sexual exploitation/trafficking services and programs under the SWCC.
* Attend trainings, conferences, and community meetings related to services for youth.
* Responsible for recruiting, hiring, evaluating, and supervising employees
* Maintain a functioning, safe, positive, and trauma-informed space for all staff and clients.
* Collaborate with leadership team and youth staff to develop outreach materials including brochures, website, contact/email lists, or other marketing materials.
* Work with SWCC leadership team and SWCC Training Committee to plan and implement new employee training and orientation.
* Maintain professionalism and confidentiality among employees.
* Coordinate other special projects as assigned by the Executive Director.
* Promote teamwork, open communication, and teambuilding with staff at all times and actively engage and energize youth program staff.
* Regularly communicate with all staff through staff meetings, in-service trainings events/programs, and direct advocacy case consultations.

**Youth Program**

* Maintain strong partnerships with area schools and work with youth coordinators to assess needs and assign programming.
* Ensure compliance with all requirements of funders of the Youth Services Program including grant reporting, maintaining files, tracking data and services provided
* Coordinate direct services with youth program staff based on agency and clients needs.
* Provide oversight to the teen text line through the SWCC.
* Collaborate with youth staff to develop annually a youth advisory board to help inform the SWCC Youth Services Programs.
* Work with ED to identify development and training needs for youth services staff and ensure training is received.

**Qualifications**

* Associate’s Degree and 5+ years of direct experience working with youth or at-risk youth experiencing domestic or sexual violence, human/sex trafficking, and/or homelessness or Bachelor’s Degree and 3+ years of direct experience working with youth or at-risk youth experiencing domestic or sexual violence, human/sex trafficking, or homelessness
* A keen understanding of the dynamics of sexual violence, exploitation, domestic violence, and youth development and the ability to communicate these intersections to others.
* Ability to work effectively with a diverse staff; experience supervising and managing a team required.
* Strong written and verbal communication skills including the ability to excel in interpersonal relationships and on teams.
* Experience in conflict resolution and/or crisis management.
* Action-oriented, adaptable, and innovative in project planning approaches.
* Must possess passion, integrity, a positive attitude, be mission-driven and have a self-directed leadership style.
* Ability to be flexible on evenings and weekends for direct services and program offerings.
* Ability to travel within SWCC 5-county service area with access to reliable transportation, a driver’s license, and car insurance.

To Apply: Send resume, cover letter, and at least three professional references to Sara Wahl, Executive Director (PO Box 111, Worthington, MN 56187). Position open until filled.