



High School Program Manager JOB DESCRIPTION

Position: High School Program Manager

Reports to: Director of Adolescent Programs

Supervises: Full-time Social Worker, Part-time Social Worker, Reproductive Health Educator, Youth Jobs Developer, Youth Leaders, Teen Chef Facilitator, External Consultants, RHI Fellow.

Background/Summary: For 15 years, [Red Hook Initiative](#) (RHI) has nurtured young people in Red Hook, Brooklyn, to be inspired, resilient and healthy, and to envision themselves as co-creators of their lives, community and society. Dozens of participants in RHI programs have returned to RHI as staff, and have jump-started careers in youth development from there. The High School Program Manager guides the high school team to support youth (14 to 18-year-olds) to achieve their goals within the areas of education, employment, and personal development. The High School Program Manager will maintain a bird's eye view of the program's overall performance, troubleshooting barriers for youth or for the high school team in achieving program outcomes. Additionally, the High School Program Manager will support case management from a strengths-based perspective.

Responsibilities: The responsibilities of the High School Program Manager include but are not limited to:

Program Development and Implementation

- Co-design program initiatives with HS team and Director of Adolescent programs in support of meeting existing and developing internal/external goals/contractual obligations.
- Oversee curriculum development and program planning for at least 8 comprehensive youth programs, three seasons each year.
- Manage the high school team's work plan toward annual goals.
- Evaluate short-term and intermediate program outcomes, with support from the Director of Training and Evaluation.
- Connect and collaborate with outside organizations to integrate programs and opportunities around peer education, employment, and enrichment to the high school program.
- Guide the planning and execution of social events and special activities in keeping with overall program goals.
- Contribute to grant writing and reporting process as they relate to program development and management
- Support in creating and implementing programs that fulfill grant obligations across High School programs

Oversee Comprehensive Case Management

- Oversee intake and enrollment process for up to 100 high school aged youth per year.
- Oversee implementation of individual participant plans.
- Monitor and address issues of attendance and attrition; oversee outreach efforts around Youth Leader engagement.
- Coordinate communication between RHI and parents.
- Check-in with high school team about individual participant progress and assist them in troubleshooting barriers to completion of goals.
- Work within NYC's Connections 2 Care project to identify and support Youth Leaders' mental health needs using approaches such as motivational interviewing, mental health first aid, screenings and referrals, and psychoeducation; collaborate with the High School Social Worker to address them.
- Lead the High School Team through RHI's Crisis Response Policy and Conflict Resolution.

Staff Supervision

- Recruit, hire and onboard new staff members in keeping with the RHI model
- Provide individual, weekly supervision to: Full-time Social Worker, Part-time Social Worker, Reproductive Health Educator, Youth Jobs Developer, Teen Chef facilitator, External Consultants, RHI Fellow
- Plan for and facilitate bi-weekly high school team meetings and help to create supportive team environment.
- Assist Director of Training and Evaluation to identify staff training needs.
- Provide leadership in therapeutic crisis intervention, conflict resolution and crisis management.

Administration

- Collect data and compile program reports.
- Support database management: Ensure timely entry for all program data.
- Ensure timesheet and time clock entries are accurate for payroll.
- Manage basic program budget decisions.

Skills, Knowledge and Abilities:

- Strong management and supervisory skills.
- Ability to build rapport with RHI youth and ensure connection to appropriate resources and hold them accountable to RHI's participant expectations, policies and procedures.
- Knowledge of strengths-based case management approaches.
- Must be enthusiastic about community-based work and youth development.
- Must be willing to attend regular internal and external trainings including (but not limited to); Supervisor Genius, Mental Health First Aid, Motivational Interviewing and Therapeutic Crisis Intervention.
- Ability to build and maintain relationships with external partners and organizations.
- Demonstrated experience developing and implementing curriculum.
- Excellent verbal and written communication skills (eg must be able to keep up with a high volume of email)
- Detail-oriented with proven ability to keep accurate records (eg. must be able to ensure accurate database entry for High School Program).
- Strong organizational, planning, and problem solving skills.
- Ability to work independently.

Education and Qualifications:

- High School Diploma/Equivalency required
- Bachelor's preferred.
- Must have 2+ years staff supervisory experience.
- 2-3 years working in field of social work or youth development.
- Experience developing and supporting staff to develop curriculum and programs.
- Red Hook resident, preferred.
- English/Spanish, Bilingual preferred.

To apply, email resume, cover letter, three references and salary requirements to apply@rhicenter.org