

Youth Program Manager Job Description

About [WMCS](#) and the [Youth Program](#)

West Marin Community Services (WMCS) is the central hub for a diverse range of services that support our neighbors in West Marin who are struggling to make ends meet. We adapt to everchanging circumstances, address needs not met by other organizations or government programs, and work to bring our community closer together.

The WMCS Youth Program offers expanded, meaningful, hands-on programming for youth and families in West Marin. Our Point Reyes Station Youth Center is open 5 days a week afterschool offering a different activity every day such as art, cooking classes, tutoring, mountain biking, music, field trips, and much more. We are expanding our afterschool programming in Tomales to 2 days per week. The Youth Program also offers camps during school breaks where students engage in enriching activities to stay safe and healthy when school is out of session.

Job Overview

WMCS seeks a Youth Program Manager to supervise all Youth Program operations. The Youth Program Manager reports to the Director of Programs and will oversee all Youth Program staff at two worksites during the schoolyear: the Youth Center at West Marin School in Point Reyes Station and the 2-days per week afterschool program in Tomales.

Pay: Range is \$68,640 - \$72,800 annually, depending on experience

Job Type: in-person, salary, full time exempt at 40 work hours per week

Ideal Start Date: as soon as possible

Location: West Marin Elementary School, Point Reyes Station, CA and Tomales, CA

Benefits: 10 days paid vacation per year, 10 days of sick leave per year, 2 Personal Days (Floating Holidays) per calendar year (one every 6 months), 7 paid holidays per year, and employer paid health insurance.

Application: Send resume and cover letter to hiring@westmarincs.org

Position Summary and Duties

General

- Oversee all Youth Program administration, activities, staff, and volunteers
 - Upkeep of records, Live Scan fingerprinting, thank you letters, expense reports, membership enrollment and dues, file maintenance, adherence to program budget, program calendar, emergency preparedness, workforce development, safety and protection of minors, hiring, firing, and performance evaluation(s)
- Communicate expectations, updates, and information to parents



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- Coordinate with Shoreline Unified School District administration and community partners, including compliance with facility-use agreements
- Participate in required professional development pertaining to youth supervision and nonprofit program management, as assigned
- Coordinates Youth Program's communication and marketing
- Fundraising events
- Regularly meet with Director of Programs to plan projects and schedule a year-round program
- Participates in WMCS Principal Staff Meetings as scheduled
- Prepares quarterly internal progress reports as requested by the Director of Programs
- In emergencies, will support WMCS with other duties and administrative functions as assigned by the Director of Programs
- Inventory and ordering supplies, equipment, and materials

Program Deliverables

- Oversee all operations at the WMCS Youth Center on the West Marin School campus 5 days per week and in Tomales 2 days per week afterschool during the school year
- Represent WMCS at community meetings that are youth, family, parent, and school focused
- Facilitate and run Waterdogs Red Cross Certified Water Safety Program in Tomales Bay during the summer during the last 2 weeks of July
- Plan and execute hot food sale at the Inverness Fair the second Saturday of August
- Plan and operate camps during school breaks

Qualifications

- Equivalent to graduation from a four-year college or university with major coursework in education or a related field **and** two (2) years full-time or its equivalent experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job listed above
- At least 2 years of experience with youth services and youth program development
- Strong leadership abilities, including staff direction and motivation, delegation and monitoring, cooperation, flexibility, team building, decision-making, and accepting feedback
- Proficient in core skills, including analytical and problem-solving abilities, excellent written and verbal capabilities for both internal and external communication, efficient time management, social media, and computer skills
- Understands the community served and how WMCS may need to alter services in response to changing needs, especially diverse rural communities
- High level of ability to engage youth in program activities that nurture physical, social, and emotional development
- Good customer service practices
- Principles and techniques for developing projects, directing groups, and participating in social and recreational activities

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- Principles and practices of managing recreational programs such as site management, operations, and maintenance
- Interpreting and enforcing policies and procedures
- Developing interpersonal relationships with a variety of users, partners, and sponsors
- Competency with Windows OS, Microsoft Office Suite, timesheet software, databasing programs, and more
- Communication to interact effectively with co-workers, supervisors, subordinates, volunteers, and the public is sufficient to convey information and to receive work direction

Physical Requirements

- Ability to work long hours at a computer, subject to interruptions to deal with as they arise
- Able to assist with occasional moving of supplies, up to 50 lbs
- Able to engage with students in physical activities such as sports and recreation

Certificates, Licenses, and Registration

- Must possess and maintain a valid California Class C driver's license and have a satisfactory driving record.
- CPR and First Aid Certification or willing to complete during first 3 months of hiring
- Pass fingerprinting background check for working with minors

Equal Opportunity Employer Committed to Workforce Diversity

WMCS prohibits discrimination based on race, religion, national origin, gender, sexual orientation, gender identity, age, physical or mental disability, or veteran status. This policy applies to recruiting, hiring, promotions, terminations, compensation, and benefits.

Studies have shown that women, BIPOC, AAPI, and LGBTQ+ people may be less likely to apply for jobs unless they meet 100% of the qualifications listed. **We encourage you to apply even if you do not meet all the above qualifications. Preference will be given to applicants who are bilingual in English and Spanish.**

We are interested in finding the best candidate for the job, and that candidate may come from a less traditional background. We want someone who believes in our mission and can contribute to our team in a variety of ways.