



Assistant Program Manager *Summer 2024* Job Description

Part-Time Position (up to 20-25 hours per week)

Reports To: Experience Team Manager

Organization Membership: Experience Team

Starting Compensation Range: \$20 - \$24/hr

OVERVIEW

The Assistant Program Manager (APM) supports the Experience Team Manager the Summer Learning & Enrichment Program at all ELA and Middle School Sites. This position is critical in the delivery of the Big Buddy Program model and requires individuals with character, high performance standards, initiative, problem solving skills, and are themselves, life-long learners. The Assistant Program Manager provides direct support with program management, event planning, and communication to staff, parents, and youth regarding program happenings. In addition to working with the Experience Team Manager, the APM also works with the Support Team to ensure agency fidelity and accurate documentation of the progress made toward established goals and objectives.

ESSENTIAL FUNCTIONS – updates in progress

- Actively participate in program planning sessions.
- Support Experience Team manager in managing master schedules of youth participants & Frontline staff.
- Work with the Program Manager to deliver important information to Site Coordinators about the program's operation, including transportation needs and enrichment class scheduling.
- Create Project Plans and manage timelines for the various assigned projects.
- Support the organization's strategic alliances and partnership.
- Fulfill duties delegated by Program Manager.
- Attend and preside over meetings, workshops, seminars, Circle Mentor sessions.
- Create presentations for meetings, workshops, seminars, Circle Mentor sessions as required by the various projects.
- Support day-to-day logistics at designated sites including but not limited to ensure sign-in sheets are complete & turned in on time, ensure adherence to program schedules, and support in supervision of youth and staff associated with programs.

SCOPE OF JOB RESPONSIBILITIES

Relationship Development

A key element in positively contributing to the development of young people is establishing caring relationships. Superior to any other responsibility is the ability to help the team support youth in the program develop positive healthy relationships with adults who can help them make good decisions and successfully transition to life-long success. This requires a commitment to the responsibilities outlined in this job description, to prepare and to seek out



resources which will address the specific needs of the youth enrolled. The APM can expect to receive the necessary training and modelling to meet the basic requirements of the position. However, it is expected individuals will pull from their personal resources, utilize their virtual personality, and commit to learning to exceed the basic expectations required to link young people to people, opportunities, and skills which will help them reach success. Enthusiasm, preparedness, and supportiveness are characteristics that must be translated through the virtual communication channels.

Leadership and Development

The role of the Assistant Program Manager is a key element in the success of the Big Buddy Program but also should be viewed as an opportunity for personal growth and development for the individual serving in this important role. Through this experience, the APM will have access to several resources which will transform their personal resume. We invite those in this role to take advantage of the access, however, not before the youth and with full transparency. All managers and coordinators are invited to submit official requests to the Program Manager for participation in certification courses and to be a part of non-cohort offered seminars and workshops. Approval of the request will be granted as space and resources allow. There will be opportunities to work on projects outside of the scheduled activities, which are necessary in increasing the quality of the program. A successful APM will share his/her gifts and talents through service in leadership positions to move these special projects to completion. Additionally, APM should have a working knowledge of the key partners and sponsors and what they bring to the design, implementation and/or operations of the Big Buddy Program.

Special Project/Event Team Committees

The Assistant Program Manager serves on special project and event planning committees associated with program and agency events, as required. The level of involvement for each event will be determined on an individual project basis and will take into consideration the connection to the projects outlined in the job description, the workload at the time of implementation, availability of volunteers, etc.

OTHER JOB DUTIES

- Provides data entry support or oversight regarding youth participation, approval on completion of success projects, evaluations, and surveys.
- Accepts all other duties as assigned by the Program Director or Program Manager which promotes the mission of the organization.

JOB QUALIFICATIONS

- College graduate and/or Minimum three years' experience in coordinating youth development programs, afterschool or summer enrichment activities or related experience working with school age youth.
- Excellent verbal communications; strong organizational skills; ability to meet demanding deadlines; ability to handle multiple projects with ease.

- Work independently and in a group, self-starter.
- Desirable personality traits: enthusiasm, adaptability, dependable, strong work ethic, great communicator



- High level of computer proficiency in Microsoft Office including Outlook, Excel, Word, and PowerPoint.
- knowledge of virtual communication formats (ex: Zoom)
- Experience working within a volunteer-structured system helpful.
- Reliable Transportation

Schedule: Weekdays and weekend availability for special events

Potential Applicants are encouraged to send Cover Letter and Resume to:

bigbuddy@bigbuddyprogram.org

Please include "Assistant Program Manager" in the email subject line for consideration.

To Apply [Click Here](#)