

YouthCare serves young people of many racial and ethnic backgrounds, abilities, sexual orientations, gender identities and religious beliefs. YouthCare actively recruits people of color and members of the LGBTQ community. YouthCare has committed itself to combating racism and oppression and seeks to do so in all areas of work within the agency.

## JOB DESCRIPTION

<b>Position Title:</b> Civic Justice Corps (CJC) Program Manager	<b>Program:</b> Employment & Education	<b>Job Code:</b> 12 - 544
<b>Reports To:</b> Employment & Education Manager	<b>Department / Division:</b> James W. Ray Orion Center	<b>Status:</b> Full Time <b>Salary Range:</b> \$40,000 - \$43,000 <b>Closing Date:</b> <b>Classification:</b> Exempt

### Who May Apply:

This position is open to all qualified candidates.

**WORK SCHEDULE:** This position is full time and exempt. Work schedule is typically Monday through Friday, hours are flexible and may require working some evenings and weekends.

### POSITION SUMMARY:

Under the supervision of the Employment and Education Manager, the Civics Justice Corps (CJC) Program Manager will oversee the implementation of the education, leadership development and training, and administrative components of the Department of Labor funded CJC Program.

### ESSENTIAL RESPONSIBILITIES:

- Supervise the daily operations of the Civic Justice Corps program, including the recruitment of potential participants, coordination of the service learning, education, life skills, job placement, leadership development, and case management components. Develop and monitor work plans and timelines for program activities.
- Ensure the educational, vocational and/or job placement of Civic Justice Corps graduates, in coordination with other program staff.
- Recruit, hire and supervise Civic Justice Corps program staff. Coordinate relevant training and staff development activities.
- Coordinate logistics for Corps member activities including on-the-job training, community service and leadership development activities. Manage the Civic Justice Corps contract and budget, including monitoring expenditures, grant reporting and data tracking per Department of Labor Civic Justice Corps and YouthCare requirements,. Ensure accurate and timely reporting and that the project is meeting program outcomes.
- Cultivate and maintain community partnerships to achieve Civic Justice Corps outcomes; develop and manage Memorandums of Agreements (MOAs) and other key collaborations necessary to recruit participants to the program and develop and conduct program training and services
- Develop systems and program operations in conjunction with Civic Justice Corps and other agency staff and participants. Maintain a focus on continuous quality improvement.
- Participate in Civic Justice Corps USA committees, training opportunities and events as needed; ensure continuous improvement via Civic Justice Corps USA certifications and affiliation.
- Participate on Orion Center management team and attend YouthCare meetings.
- Participate in Orion Center core activities, including assisting with meals and drop-in services.
- Support the planning and implementation of ongoing fund-raising efforts for Civic Justice Corps program.
- Other duties as assigned.

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### **QUALIFICATIONS:**

#### **PREFERENCES:**

- Graduate degree in Social Work, Public Administration, Education, or related field.
- Two to four years' experience as Program Coordinator or Project Administrator.
- Demonstrated ability in youth development, employment training, community diversion/re-entry, service learning and/or familiarity with Civic Justice Corps model.
- Experience working with homeless, adjudicated and/or high risk youth and young adults.
- Strong commitment to the philosophy of the program – to help young people succeed and reorient their lives, nurture their leadership skills, and enable them to make a difference in their community.
- Excellent communication skills, including public speaking, listening and writing.
- Willingness to learn from young people.

#### **REQUIREMENTS:**

- BA degree in education, social work, public administration or a related field.
- Supervisory experience.
- Demonstrated success managing successful youth development or job training programs.
- Acceptance of a variety of lifestyles, behaviors, and cultural and spiritual practices.
- Ability to maintain professional boundaries with clients while building trust and respect.
- Ability to pass a DSHS Criminal Background Check.
- Ability to verbally and physically respond to an aggressive person in ways that de-escalate, establish and maintain staff and youth safety.

#### **PHYSICAL REQUIREMENTS:**

- Ability to perform moderate physical work, exerting up to 50 pounds of force occasionally and 10 to 20 pounds frequently.

#### **ADDITIONAL REQUIREMENTS – Within 30 Days of Hire**

- Must have current negative TB test
- CPR / First Aid Certification
- Food Handler's Card
- HIV / AIDS Training (minimum 4 hours)
- When driving YouthCare vehicles, you must possess a valid WA State Drivers License and have taken Van Driver Certification Training or an approved Defensive Driving Course.

### **BENEFITS:**

YouthCare provides a competitive benefits package to full time employees including medical, dental, vision, long-term disability, short-term disability, life insurance, 401(k), vacation, paid holidays, and sick leave after successful completion of the Introductory Period.



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### **EQUAL OPPORTUNITY EMPLOYMENT:**

YouthCare shall seek to insure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability or any other characteristics as established by law.

People of Color and Members of the LGBTQ community are strongly encouraged to apply.

### **APPLICATION PROCESS:**

An application, resume and cover letter are required for all qualified candidates. Resume and Cover Letters should be mailed to [hr@youthcare.org](mailto:hr@youthcare.org) – No Faxes. Please identify which position you are applying for in the subject line of your email. Resume and Cover Letters can also be mailed to YouthCare, 2500 NE 54<sup>th</sup> Street, Seattle, WA 98105 and must be post-marked prior to job closing date.

### **ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION:**

I acknowledge I have received a copy of this job description. I understand the duties, am fully able to meet the requirements and perform the essential functions of this position, with or without reasonable accommodations. I further acknowledge, and understand, this job description does not create an employment contract, and nothing contained herein alters my at-will employment status.

**EMPLOYEE NAME (Please Print):**

**EMPLOYEE SIGNATURE:**

**DATE:**