**UNITED WAY OF THE MIDLANDS**

**POSITION DESCRIPTION**

**Date Established: 4/8/19**

**Updated: 1/8/20**

**Position Title: Youth Program Manager**

**Department: Community Impact**

**Supervisor: Senior Director for Financial Stability**

**Position Status: Full-time Regular, Subject to Annual Review**

**Start Date: Immediately**

**Job Classification: Exempt**

In compliance with the Fair Labor Standards Act, this position is classified as an exempt position and the employee is not eligible for overtime.

**POSITION SUMMARY**

United Way of the Midlands is the lead organization for the Youth in Transition Coalition, Resilient Richland Coalition, and local homeless Continuum of Care. The Youth Program Manager manages and coordinates essential functions of these initiatives. The geographic area of the work is the Central Midlands with a focus on Richland County.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

Coordinate Resilient Richland Coalition activities 75% of time allocation:

* Manage the Empower Action Community Coalition and develop a Prevention Plan for Resilient Richland.
* Generate and facilitate community awareness events and trainings on Adverse Childhood Experiences (ACES), Protective Factors, Trauma Informed Care, and other best practice models to further educate the community on toxic stress.
* Research community best practices and training opportunities around ACES, resiliency, and unaccompanied homeless youth.
* Support Resilient Richland through newsletter, social media, and website content creation.

Coordinate Youth in Transition and other duties assigned 25% of time allocation:

* Coordinate the Youth Action Board
* Oversee the youth coordinated entry system including participation in youth case conferencing and referrals through the Homeless Management Information System.
* Assist with housing placement referrals for unaccompanied youth.
* Coordinate local homeless Continuum of Care youth orientated activities as assigned.
* Coordinate an annual youth specific homeless point in time count.

**REQUIRED & PREFERRED QUALIFICATIONS**

**Required**

* Bachelor’s degree or relevant education and experience in related field.
* Certified Trainer in Adverse Childhood Experiences or ability to achieve certification.
* Excellent organizational, interpersonal, communication (oral and written) skills.
* Proficient skills in Excel and MS Office family of products.
* Candidates must consistently demonstrate the ability to work independently as a member of an impact team.
* Ability to prioritize projects and manage time effectively.
* Ability to develop positive interpersonal and working relationships with various publics, including, volunteer networks, UWM staff, human services organizations, schools, faith-based organizations, funders and supporters.

**Preferred**

* Master’s degree and experience in related field.

**SUPERVISOR AND/OR CONTACT INFORMATION**

Jennifer Moore

Senior Director for Financial Stability

United Way of the Midlands

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**Additional Information**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Acknowledgment**

I have received a copy of my current position description. I have read the position description, and I understand its contents.

Employee Signature Date

Supervisor Signature Date

President & CEO Date