



Youth Learning Programs Manager

LIFRC is seeking a professional team member in youth development to join the After-School Program and Summer Camp staff as Programs Manager. Do you enjoy planning enriching programs for youth? Do you like supporting a team and creating safe, supportive, engaging, and interactive learning environments? We offer a hybrid position with benefits and many professional development opportunities, including access to a network of peers in 21st Century Community Learning Centers (CCLC) across the State.

Position open until filled. Please email a cover letter and resume to Stephanie@lifrc.org (Stephanie Stratil, Youth Learning Programs Director)

Status: Regular, 32-40 hours per week

Wage range: \$28-\$31 depending on experience

Benefits: paid vacation and sick time, 75% of the premium cost of a Regence Health Insurance Plan, 3% annual contribution to a retirement plan

Term: Up to three years with annual renewal contingent on funding

Location: Lopez Island, WA

Hybrid position with 80% on-site (in the office and at the program sites) and 20% remote

General work hours:

September-June: Monday-Friday 10:00 AM-6:00 PM with some flexibility

Summer hours: Monday-Friday 8:30 AM-4:30 PM

Occasional work in the evenings and on the weekends for events

Supervises: Program Instructors

Reports to: Program Director

General: The Youth Learning Programs Manager oversees all day-to-day operations in the After-School Programs and Summer Camps for grades K-8 funded through a 21st Century Community Learning Center (21st CCLC) Grant.

The After-School and Summer Camp Programs aim to offer a broad array of high-quality, out-of-school time academic, social, and emotional learning and enrichment activities and to provide families with opportunities for active and meaningful engagement in their children's education, including literacy and related educational development. The program activities take place at the Lopez Island School and various partner locations across the Island.

Program Responsibilities (50%)

- Develop and manage program curricula/lessons and activities, including student and family activities
- Coordinate the day-to-day schedules of core staff and guest instructors, activities, supplies, and snacks as needed
- Meet regularly with the Program Director to develop and implement programs that prepare youth for success while promoting safety and program quality
- Coordinate student registration
- Point person for families to answer questions about the program and solicit feedback
- Attend school staff meetings/student advisories to promote the program and actively recruit students
- Maintain routine contact with the school administration, teachers, and program partner staff to solicit feedback and explore opportunities for collaboration
- Assist with program marketing by providing program pictures, quotes, and descriptions
- Assist with recruiting volunteers

Program Staff Supervision (20%)

- Supervise core staff and do regular 1:1 check-ins
- Interview, onboard, and train staff, including temporary summer staff
- Solicit and listen to feedback from program staff to inform program development, implementation, and improvement
- Develop agendas and facilitate team planning meetings and debriefs
- Work closely with the Program Director to plan and implement professional development

Administrative Responsibilities (20%)

- Create and support the follow-through and adherence of all policies and operational procedures on-site
- Collect and document student and family attendance and activity data and other information as needed in reports to the Program Director
- Monthly upload of attendance and activity data in the Data Portal

Program Evaluation (10%)

- Attend mandatory training sessions on Youth Program Quality Assessment in-person at sites across WA State (2-4 times per year) and online (4-6 times per year)
- Observe the program sites using the Youth Program Quality Assessment Tool
- Meet regularly with the Program Director to evaluate and improve programs that prepare youth for success while promoting safety and program quality
- Create and administer teacher, youth, and family surveys

Minimum Qualifications

- High School diploma, or equivalent, and four plus years of experience coordinating youth programs, or equivalent combination of education, training, and knowledge that demonstrates the ability to perform the essential functions of the job
- Verbal and written fluency in English
- Ability to communicate effectively with youth and adults
- Demonstrated flexibility, including supervising youth on-site when unscheduled staffing changes occur
- Demonstrated project planning skills
- Demonstrated attention to detail
- Basic knowledge of typical email applications and competence in Microsoft Office software programs (Teams, Outlook, Excell)
- Moderate computer skills, including logging on to systems, communicating by email, composing documents, using and learning registration software, entering database information, and documenting program files on a shared server
- Ability to pass a Sterling background check

Preferred Qualifications

- Bachelor's degree, or equivalent, in education/youth development or related field
- Experience with 21st CCLC programs and grant requirements
- Knowledge of Youth Program Quality Assessment (YPQA)
- Verbal and written fluency in Spanish

Training/Certifications required (can be completed after hire)

- CPR and First Aid Certificate
- Mandated Reporter Certificate
- WA State Food Handler's Certificate
- Training on Youth Program Quality Assessment
- Training on Professional Boundaries when working with youth

Equity and Inclusion

- Demonstrate the initiative to learn and enhance skills promoting anti-racism, cultural competency, and understanding oppression and its impact
- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency

Community Expectations

- Model respectful communication and foster cooperative relationships
- Commit to the mission and values of LIFRC

Essential Physical Skills

These physical demands represent the requirements for an employee to perform the job's essential functions successfully. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

While performing the duties of this job, the employee is regularly required to perform duties outside an office and must be able to lift, push, pull, and support supplies and other items up to 50 pounds. This job also requires the employee to work outside in all seasons during recess, outdoor activities, and field trips and to move swiftly in and out of spaces while supervising youth.

Lopez Island Family Resource Center

The Mission of the Lopez Island Family Resource Center is to provide resources and guidance necessary to meet the basic needs of the entire community. Building on this foundation of well-being, we also provide educational and community engagement programs and advocate for a more just and equitable community.

We envision the Lopez Island community as a family in which each person enjoys a positive, meaningful quality of life, knowing our own and our neighbors' basic needs are met. We are committed to lifelong growth and self-improvement in an environment of respect, kindness, and compassion.

Our core values:

- We believe in an inclusive and just community with opportunity for self-improvement for all.
- We focus on the well-being of our clients.
- We maintain appropriate professional boundaries.
- We meet people where they are.
- We treat our clients with dignity and respect.
- We keep our clients' information confidential.
- We use best practices.
- We strengthen our community by connecting people and organizations.
- We collaborate among staff and with other individuals and organizations.
- We are a team of self-empowered individuals.
- We are active listeners and have candid, honest, and positive communication. We accept input from others.
- We act with integrity and responsibility.
- We continuously evaluate and improve.
- We adapt to the changing needs of our clients and the community.