



Human
Resources
220 East Morris Avenue #200
South Salt Lake City, UT 84115-3200
Phone (801) 483-6028 Fax (801) 412-3276

PUBLIC NOTICE

The City of South Salt Lake is accepting applications for the following **PART-TIME** position:

PROMISE PROGRAM MANAGER

POSITION SUMMARY

This position works directly with youth to provide a safe, responsible, well-supervised afterschool program. Program Managers provide positive leadership and establish a structured program in order to give Promise South Salt Lake program participants the stability and nurturing environment they need for growth and success.

ESSENTIAL RESPONSIBILITIES AND DUTIES

Program Operations:

1. Assist the Center Coordinator in managing the entire operation of the afterschool for program structure and implementation
2. Assure alignment of prevention program curricular activities with overall Promise SSL goals
3. Adhere to the process and implementation of items as per program quality monitoring tools

Program Management:

1. Ensure the safety and order of students and staff
 - Check in and check out of program participants
 - Lead and supervise small and large groups of youth and address behavior issues when they arise, using appropriate behavior management techniques and problem-solving skills
2. Supervise Afterschool Specialists and Volunteers
 - Instruct Afterschool Specialists in delivering developmentally appropriate activities (academics and enrichment) which address grant objectives and goals
 - Pre-designate volunteer assignments, assess activities and maintain volunteer log

Program Reporting:

1. Assure daily reporting requirements through PSSSL data entry system
 - Collect accurate daily attendance, activity participation of youth, and snack/meal reports
 - Complete and submit incident reports in a timely manner and on proper report forms

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

1. High School Diploma or GED required, or any equivalent combination of related education and experience
2. Experience working with youth, afterschool, or recreation environment preferred

3. People of diverse backgrounds strongly encouraged to apply

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of operation and techniques used in an afterschool program setting.
 2. First Aid and CPR certification; skill in word processing, spreadsheets, office machine usage and the operation of computers.
 3. Ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, and the general public.
-

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

WAGE: \$16.00 per hour, (GRANT FUNDED)

HOURS: Approximately 25 hours per week, Monday-Friday

CLOSING DATE: Open Until Filled

MUST COMPLETE CITY APPLICATION

Resumes submitted without an application will not be considered.

Applications are available on our website at www.sslc.gov.

CITY OF SOUTH SALT LAKE
220 EAST MORRIS AVENUE 2nd FLOOR

FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN

EQUAL OPPORTUNITY EMPLOYER

THIS ORGANIZATION USES E-VERIFY