

POSITION DESCRIPTION

Position: Program Supervisor

Reports to: Executive Director

Status: Contract

Work Hours: Monday – Thursday

Overtime: Not included with your employment offer

Location: Onsite

STATEMENT OF PURPOSE AND REQUIREMENTS:

The Barbara W. Smith Family Life Center provides individuals and families with valuable programs and resources to support human flourishing and well-being. We connect individuals and families to services and resources right in their neighborhoods. The organization's activities serve as a bridge for the educationally and socially disadvantaged in the South Suburbs of Cook County Illinois. The BWS Family Life Center's ecosystem of services includes advocacy and social justice, youth mentoring and education, and health and direct services support through the Greater Chicago Food Depository, Cook County Department of Public Health, and the Cook County Health System.

Through the BWS Family Life Center's Building Healthy Communities ARPA Grant, the Program Supervisor will report to and support the Executive Director, staff, and volunteers. This person builds positive, mentoring relationships with young people, supervises, coaches, and models best practices for staff and volunteers, directly leads programming at times, forms community partnerships, and coordinates positive, engaging activities for young people ages 8 to 18 years of age.

Successful candidates will be motivated, energetic, and organized individuals capable of developing and implementing innovative strategies to achieve our growth and development goals.

This position is located in South Holland, Illinois.

KEY RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Foster relationships among the church, community, local schools, current program partners, and other youth and education organizations to enhance the development of BWSFLS youth programming.
- Manage day-to-day activities as requested by the Executive Director, and serve as an emergency contact
- Manage program performance and quality.
- Be a positive spokesperson for the youth programming of BWSFLC.
- Work with the Executive Director and Community Outreach Liaison to develop messaging for youth programs.
- Participate in meetings with Executive Director and program staff.
- Maintain and improve existing youth program systems (program registration, equipment inventory, program documents, etc.)
- Build and maintain positive mentoring relationships with young people and families
- Recruit participants and promote programs within community.
- Support daily programming during summer camp.
- Build and maintain positive relationships with community partners.
- Maintain enrollment and attendance records, and handle participant-related data in a confidential manner.
- Report on participation numbers and data as requested.
- Ensure team maintains a clean, accessible, organized, and healthy environment for young people.
- Build relationships in the surrounding neighborhoods to ensure families are aware of and can access programming

- Collaborate with Executive Director on reporting.
- Other duties as assigned.

Qualifications

- Passion for working with youth.
- Bachelor's degree, Masters preferred (or equivalent experience)

Preferred Knowledge and Skills

- 2+ years of experience working in education or youth development; strong preference for candidates with demonstrated success in STEAM
- Experience with and/or understanding of the application of technology and social media tools · Proficiency with Microsoft Office Suite
- Team player but with the ability to work independently
- Strong communication skills, written and verbal.
- Solid interpersonal communication skills with peers, staff, the local community, and program participants · Willingness to work flexible hours as needed
- Ability to prioritize and conduct multiple tasks in a fast-past environment
- Culturally sensitive; ability to develop a rapport with individuals from diverse sectors
- Detail-oriented
- Knowledge of the South Suburban Community, resources, and services

Disclaimer:

- Position contingent upon confirmation of funding
- This position description reflects the BWSFLC's best effort to describe the essential functions and qualifications of the Program Supervisor. It is neither an exhaustive statement of duties, responsibilities, or qualifications, nor a contract.

Salary:

Daily rate: \$440 (Monday through Thursday) until the end of the summer program.

Barbara W. Smith Family Life Center is an Equal Opportunity Employer in full compliance with local, state, and federal Civil Rights & Affirmative Action laws. Barbara W. Smith Family Life Center maintains a strong policy of accommodation and a consistent practice of employing qualified individuals.