



***Youth Program Manager (YPM) (t/b/a)**

Appointed by the president

Reports to the chair of the CAD AGM committee

Position Summary

Develop and manage comprehensive youth programs for school age youth, young adults, and families. As manager of Youth Program, this individual will be responsible for coordinating the development and implementation of daytime, after school, after-work, weekend, and summer youth programs that integrate the resources of technology-literacy, sexual abstinence, tobacco education, sports, employment, cultural awareness, parenting skills, and leadership into program activities.

Responsibilities

- (a) Design a cohesive and comprehensive youth development program for youth ages fifteen through twenty-one, utilizing the resources of the community.
- (b) Develop and implement planning to ensure the effective coordination and integration of programs and resources.
- (c) Provide support to executive officers in the areas of planning, management, program execution, and communications.
- (d) Collaborate with youth and adult education services to ensure the effective coordination of program schedules and related events for youth.
- (e) Assist with funds development for educational programs and youth programs.
- (f) Foster relationships among local schools, universities, businesses and other community youth and education services to enhance the development of youth programs.
- (g) Other duties as assigned.