YOUTH EMPOWERMENT SERVICES, INC.

POSITION DESCRIPTION

Program Manager

Program: 2026-2027 Out-of-School Time (OST)	Location: Assigned Michigan program site
Compensation: Starting at $30.00 per hour	Schedule: Part-time; school year and/or summer

POSITION SUMMARY

The Program Manager provides on-site leadership and operational accountability for an assigned YES, Inc. out-of-school-time program. This position ensures a safe, welcoming environment, effective academic and enrichment programming, strong staff performance, and timely, accurate program documentation.

KEY RESULT AREAS

SITE LEADERSHIP & PROGRAM DELIVERY

- Direct daily operations, schedules, learning spaces, and the coordinated delivery of school-year and summer services.
- Translate approved program plans into consistent, age-appropriate tutoring, mentoring, and enrichment experiences.
- Conduct regular site walkthroughs, remove barriers to participation, and promptly escalate matters requiring organizational approval.

STAFF SUPERVISION & DEVELOPMENT

- Provide day-to-day directions, coaching, and feedback to Lead Mentor/Tutors and Mentor/Tutors.
- Assign duties, verify coverage, facilitate routine team meetings, and promote professional conduct and collaboration.
- Support onboarding and completion of required training; address performance issues through YES, Inc. procedures.

STUDENT SAFETY, CULTURE & FAMILY ENGAGEMENT

- Ensure appropriate supervision, attendance accountability, incident response, and adherence to safeguarding protocols.
- Build productive relationships with students, families, school personnel, and community/site partners.
- Maintain an inclusive, respectful, and strengths-based learning environment.

DATA QUALITY, COMPLIANCE & CONTINUOUS IMPROVEMENT

- Review and verify attendance, student participation, service delivery, and supporting records within required timelines.
- Maintain organized documentation, safeguard confidential information, and follow program, grant, and site requirements.
- Monitor progress against enrollment, engagement, and quality goals; implement and document improvements.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university.
- At least five (5) years of experience in education or youth-serving programming.
- At least three (3) years in an educator or youth-program role with leadership responsibilities.
- Experience supporting students with academic challenges or other barriers to success.
- Demonstrated capability in staff supervision, stakeholder communication, program organization, and accurate recordkeeping.

PREFERRED QUALIFICATIONS

- Graduate degree or relevant education/youth-development credential.
- Experience with Michigan OST programs, grant reporting, continuous quality improvement, and school/community partnerships.
- Valid CPR/First Aid Certification preferred.

EMPLOYMENT CONDITIONS & EXPECTATIONS

Employment is subject to completion of applicable background screening, employment verification, required training, and written authorization to begin work. Staff must maintain student confidentiality, comply with organizational policies and applicable program requirements, and perform other related duties as assigned. Actual site assignments and hours depend on program needs and authorization.

YES, Inc. is an equal opportunity employer. This description summarizes the position and may be updated to reflect approved program needs.