

## **Job Description: Secondary Program Manager**



Riverside Educational Center  
After School Tutoring and Enrichment

**Supervisor: Program Director**

### **Job Summary**

This position mentors new Site Managers and supports existing Site Managers at the secondary level with program structure, academics, recruitment of staff and students, and building relationships with school staff and parents.

### **Responsibilities**

- Guide Site Managers in program structure and organization
- Provide academic tools and guidance for programming time
- Train Site Managers and tutors in best practices in teaching/tutoring techniques
- Provide support in planning caretaker engagement events
- Assist Site Managers in building relationships with school staff (principals, custodians, secretaries, and teachers)
- Assist Site Managers in problem-solving (student behavior management, staffing issues, family needs)
- Collaborate with Site Managers to meet program and rubric goals
- Facilitate effective collaboration meetings with site team
- Regularly scheduled, one-on-one meetings with Site Managers to assess needs, review rubric progress, grant goals, check on clerical duties (time sheets, snack count, current attendance, receipt documentation, etc.)
- Be on-site to assist as needed
- Bi- monthly check ins with principals
- Help with student recruitment
- Help with onboarding staff
- Support site managers in providing referrals to wrap-around services and resources
- Primary contact for Site Managers
- Follow-up with Site Managers on missing receipts, attendance, mileage logs, and incomplete paperwork
- Assist with budget management
- Collaborate with Social-Emotional Learning Program Manager to implement social-emotional learning lessons for all secondary students
- Other duties as assigned

### **Qualifications**

- Bachelor's Degree
- Proficiency in or capacity to learn Google Suite
- Prefer individual experience working with at-risk youth
- Strong leadership and organizational skills
- Ability to interact with people of all ages and cultural backgrounds
- Ability to work independently and as part of a team
- Effective oral and written communication skills
- Spanish speaker a plus

### **Position Details**

- Full-time (40 hours a week)
- Salary Range: \$44,000+ based on qualifications and experience
- 10 paid holidays
- 1 week each scheduled PTO in December and July
- 2 weeks flexible PTO annually
- \$500/ month health stipend and \$25/ month phone stipend

- Mileage reimbursement