

Enrichment Programs Manager

1. Position Title: Enrichment Programs Manager

2. Immediate Supervisor Title: Director of Programs and Family Services (formerly Partnerships & Programs)

3. Primary Areas of Service:

This position will support the efforts of the Programs & Services team and is responsible for the development, execution, management and growth of all enrichment programming for families residing in the shelter and participating in our aftercare program. The duties will include planning, scheduling, and marketing enrichment programs held at the shelter and for aftercare families, and working with partners in the community to bring programming to Families Moving Forward. Additional duties include supervising the Early Childhood Specialist (full-time paid employee) and interns supporting programming.

This work requires being onsite, in-person and working directly with families and children residing at the shelter, volunteers and staff. Safety precautions are being enforced to minimize the risk of COVID-19 exposure. As part of our continued efforts to maintain a safe workplace for employees and clients, FMF requires all employees to be fully vaccinated with an approved COVID-19 vaccination upon hire.

This is a full-time, non-exempt position requiring availability during the week, and periodic weekend hours as needed for programming, volunteer workdays and special events.

Specific duties include:

Adult Programming – 20%

- Develop, plan, execute, and oversee diversified and trauma informed weeknight (Monday – Thursday) workshops and program series for parents residing in the shelter and participating in FMF's aftercare program.
- Establish and/or maintain community partnerships to facilitate special programs to meet the social, emotional and mental health needs of FMF's NEST and Branching OUT parents.
- Develop promotional strategies to engage FMF's guest participation in programs
- Work with colleagues to identify programming topics for guests that will be offered to assist with their housing plan

Youth Programming & Services – 25%

- Oversee the expansion and maintenance of FMF's Youth Enrichment Program
 - Develop, plan, execute and oversee diversified and trauma informed weeknight (Monday – Thursday) workshops and program series for school-aged youth residing in the shelter and participating in FMF's aftercare program.
 - Establish and/or maintain community partnerships to facilitate special programs to meet the social, emotional and mental health needs of FMF's NEST and Branching OUT school-aged youth.
 - Develop promotional strategies to engage FMF's guest participation in programs.
- Oversee the expansion and maintenance of FMF's Study Buddies Academic Enrichment Program
 - Work with Volunteer Engagement Coordinator to identify and recruit Study Buddy volunteers
 - Work with parents and youth to develop an academic improvement plan
 - Oversee daily (Monday – Thursday) Study Buddy sessions

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- Serve as the liaison between with LEA's to register school aged youth with zoned school or assist families who choose to have their youth remain their existing school before entering shelter.
- Establish and/or maintain community partnerships with local summer enrichment/camp in order to assist FMF's guests secure summer enrichment/camp for their school aged youth.
- Complete school-age assessments
 - Within 2 weeks of move-in, complete BERS-2 (or other) assessment of guests ages 5-18 years
 - Within 2 weeks of move-in, complete FMF's school-based assessment of guests enrolled in K-12th grade
- Serve as the liaison with Bridging Tech (<https://www.bridgingtech.org/>) to receive Chromebook for FMF's youth
 - Distribute Chromebook to youth completing all assessments and enrolled in Study Buddies and Youth Enrichment programming

Teen Programming – 20%

- Oversee the expansion and maintenance of FMF's Teen Fellowship Program
 - Develop, plan, execute and oversee diversified and trauma informed weekly workshops and program series for teens residing in the shelter and participating in FMF's aftercare program.
 - Plan programming related to college and career readiness,
 - ACT/SAT preparation,
 - College tours,
 - Team Building workshops and excursions,
 - Teen focused support groups,
 - Establish and/or maintain community partnerships to facilitate special programs to meet the social, emotional and mental health needs of FMF's NEST and Branching OUT teens.
 - Develop promotional strategies to engage FMF's teen guests' participation in programs.
 - Plan and oversee quarterly outings for teens.
 - Develop, plan, execute and oversee the annual Bridie McDonough Spring Break Fellowship for NEST and Branching OUT teens.
 - Develop, plan and execute a week-long, all day fellowship
 - Identify community employers to offer job shadowing
 - Schedule college tours
 - Plan team building exercises
 - Schedule professional career day.

Volunteer & Intern Management & Oversight – 20%

- Identify ongoing internship needs
- Confirm internship placements for programming positions
- Complete onboarding of interns
- Recruit volunteer facilitators for programming
- Schedule volunteers
- Train and supervise programming volunteers
- Maintain volunteer attendance and provide hours to Volunteer Engagement Coordinator, monthly

Supervision & Administrative 15%

- Supervise Early Childhood Specialist (full-time, permanent)
- Submit quarterly reports to the Director of Programs & Residential Services

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- Maintain volunteer hours and programming attendance records
- Attend staff, agency and community meetings, as required
- Attend professional development trainings as, required
- Participate in internal agency committees (at least 2), consistently

4. Educational Requirements:

Must have a bachelor's degree and/or experience in human service-related field. MSW preferred.

5. Professional Requirements and Preferences:

2+ years of relevant non-profit experience (e.g. volunteer management, nonprofit administration, community outreach). Strong preference for candidates with 2+ years experience in school-aged and teens setting, or experience working with local school systems. Experience working with vulnerable populations focused on poverty.

Commitment to families experiencing homelessness

- Must have a passion for working with families with children.
- Ability to connect with children and teens while maintaining appropriate boundaries
- Knowledge of trauma informed principles and ability to apply to all ages of children
- Firm but patient

Knowledge working with families experiencing homelessness

- Knowledge and understanding of issues and dynamics within families in crisis relating to homelessness and poverty preferred.
- Desire to learn about homelessness and best practices in service delivery.
- Knowledge of ACES, trauma, and resilience
- Knowledge of diversity, equity, inclusion, anti-racism, anti-oppression and social justice.
- Understands the specific experiences of historically marginalized racial groups in the U.S., particularly Black, Indigenous, and Latinx groups.

Communication

- Strong language and communication skills (written and oral)
- The ability to communicate with volunteers, staff, and community partners
- Ability to take a strengths-based approach with children and their parents
- Desire to share the Families Moving Forward mission with the community

Commitment to service

- Community service experience
- Ability to work with people from diverse backgrounds
- Commitment to Families Moving Forward's goals and mission
- Enthusiastic and positive attitude toward helping others

Professionalism

- Highly organized with the ability to track and manage multiple projects simultaneously, including the ability to prioritize work assignments and meet deadlines
- Ability to work well independently and on a team
- Maturity and good judgment in relating to co-workers, partners, and families
- Ability to work with people from diverse backgrounds
- Availability, dependability, and willingness to be flexible
- Demonstrated ability to solve problems
- Ability to use Google Suite and MS Office software

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6. Hazardous Conditions:

- Employee must be able to lift at least 25 lbs. without assistance
- Employee may be exposed to individuals with contagious diseases
- Employee may encounter situations involving physically aggressive behaviors

7. Schedule: This is a non-exempt, 40 hour per week position. Regular hours will include evenings to accommodate evening programming: Monday through Thursday 12 pm – 8 pm, Friday 9 am – 5 pm; some flexibility available. The work schedule also may vary depending on holidays. Must be available for periodic weekend work.

8. Salary is commensurate with the position requirements and experience. Families Moving Forward offers fully paid medical, vision, and dental insurance, after a 90-day review; 403(b) retirement plan; and flexible Paid Time Off (30 days annually).

This is a full-time, 40 hours per week position, with periodic evenings and weekends required.

To apply: Please send a resume and cover letter to Jasmine Rivera at employment@fmfnc.org. No calls please.

Families Moving Forward is an Equal Opportunity Employer.