

Title: Program Manager (Full-time exempt)

Position: Weekly program leadership, volunteer coordination for the organization, and head of Urban Learning Experience internship program.

Responsible to: Executive Director

Mission Statement:

To connect students and their communities to Christ and the Church through real, loving, and non-threatening avenues.

Main Objective:

To use your gifts and talents to develop and maintain the ministries of First Glance through support and guidance. Specifically providing oversight and direction of the Urban Learning Experience internship program, while supervising each Urban Learner. Coordinate and oversee volunteers throughout the First Glance organization. Lead one weekly program for students.

Job Description:

Students

1. Personally invest in students, setting the example of how to effectively impact these students for Christ.
2. Meet with at least one student per week

Weekly Program Leadership

1. Oversee weekly program
2. Create over-all vision, planning each nights food, activity and lesson
3. Invest in students that attend program
4. Organize and lead special events
5. Organize and lead quarterly volunteer meeting
6. Assist with Rec Night each week.

Volunteers

1. Oversee, structure and coordinate volunteers throughout organization
2. Recruit, position and train new volunteers.
3. Provide general oversight of volunteers, assisting program coordinators and staff when issues arise.
4. Hold volunteers accountable for building intentional relationships with students during programming.
5. Remind and assist program coordinators to appreciate volunteers.
6. Manage new leader application process.
7. Perform or assign new leader training.
8. Organize 1-2 special trainings per year.
9. Meet with at least one leader per week.
10. Manage volunteer groups, including vetting, scheduling, finding appropriate work and assigning staff to oversee group project.

Urban Learning Experience

1. Create structure for the ULE program.
2. Recruit and interview potential Urban Learners.
3. Develop curriculum for Urban Learner program.
4. Supervise Urban Learners
 - a. Manage individual workload



- b. One-on-one meetings
- c. Approve schedules
- d. Perform periodic evaluations
- e. Address issues when they arise

Special Events

1. Volunteers
 - a. Volunteer Appreciation Dinner
 - b. Volunteer Training meetings
2. Assist Director
 - a. Vision Day
 - b. Student Christmas Party
3. Organizational Events
 - a. Open House
 - b. Auction
 - c. Assist with other events as necessary

Expectations:

- Hours: 40 hours per week
- One hour in prayer room every workday
- Monthly retreat day
- 2 weeks paid vacation and 1 week paid personal time
- Meet with your supervisor
- Attend all First Glance staff and leader meetings
- Common Business Courtesy
 - A. Return phone calls and emails within 24 hours
 - B. Be on time to meetings, events and programs
- Paid half-hour lunch break when working a full 8 hour day
- Maintain a neat and organized work space, sharing office space
- Adhere to related staff policy and procedures
- Assist with other First Glance needs as directed

This position is for an unspecified duration and constitutes "at will" employment.

