

**Job Title:** Program Manager

**Reports To:** Executive Director

**Location:** Sarasota & Manatee County centers (with occasional off-site events)

**Classification:** Full-Time

**Application Deadline:** 05/02/2025

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### Compensation

- Salary: \$50,000/year
  - Classification: Non-exempt
  - Benefits eligibility based on hours worked (details provided upon offer)
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### Position Overview

The Program Manager leads the design, delivery, and evaluation of youth programs that support, empower, and uplift LGBTQ+ youth across Sarasota and Manatee Counties. This role oversees program scheduling, volunteer coordination, youth leadership, and community engagement, ensuring safe, developmentally appropriate, and inclusive programming. The Program Manager supports a youth community that averages approximately 75 unique participants per month, with over 30 events held across sites.

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### Key Responsibilities

#### Program Planning & Execution

- Develop a monthly calendar of ~30 youth programs, approved by the Executive Director.
- Coordinate guest speakers, support groups, and off-site events with partners.
- Design and publish program calendars using Canva; ensure timely updates to website and materials.
- Execute day-to-day programs with support from the Program Assistant, including set-up, facilitation, and clean-up.
- Lead special initiatives:
  - **Camp True Colors** (Spring & Summer)
  - **Adulthood 101** workshops

- **Art & Creative Expression** programming
- **GED Support, Prom, and Rainbow Library** maintenance

### **Youth Leadership & Development**

- Oversee the Youth Leadership Program:
  - Plan and facilitate monthly meetings
  - Communicate via Discord and email
  - Guide youth-led service projects
- Track youth volunteer hours and assist with documentation (e.g., Bright Futures)
- Write recommendation letters as requested for youth (school, jobs, scholarships)

### **Volunteer Coordination**

- Manage ~100 volunteers via the POINT platform
- Post monthly volunteer needs and communicate logistics
- Support volunteer onboarding and training
- Schedule and supervise the Program Assistant (including check-ins and performance reviews)

### **Program Administration**

- Track and maintain attendance, registration, and incident records (digital + paper)
- Maintain youth safety logs and incident documentation (including mandated reports as needed)
- Ensure youth medical info and identity preferences are up to date (name/pronoun changes)
- Submit monthly supply receipts, coded by program and using tax-exempt protocols
- Produce a monthly program report for the Executive Director and Board

### **Communications & Community Engagement**

- Serve as point of contact for program-related emails ([programs@alsoyouth.org](mailto:programs@alsoyouth.org))
- Collaborate with local partners to co-host events and enrich programming
- Promote partner events when aligned with mission
- Moderate the ALSO Youth Discord server and manage community culture within

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### **Qualifications**

- Bachelor's degree in Youth Development, Education, Social Work, or equivalent experience

- 2–3+ years experience in nonprofit program management or youth engagement
- Deep understanding of LGBTQ+ youth issues and best practices in inclusive programming
- Highly organized, self-directed, and responsive
- Willing to work evenings and occasional weekends
- Tech proficiency: Canva, Microsoft Office/SharePoint, Discord, and POINT (training available)
- Must pass a background check and complete youth safety training (e.g., FALCON Supervisor)