



Position Title:	<u>Teen Development Program Manager</u>	Department:	<u>StreetLeader Program</u>
Reports to:	<u>StreetLeader Program Director</u>	Salary Range:	<u>\$43, 900-46,000 +Benefits 401 (K) & Total Rewards Package</u>

Position Summary:

At the heart of all positions at UrbanPromise (UP) is the love for and commitment to children and youth. We embrace the value of relationships with our students and commitment to the mission of UP-- to equip children and young adults with the skills necessary for academic achievement, life management, spiritual growth, and Christian leadership. The StreetLeader (SL) Program equips youth with on-the-job training and leadership skills development through experience working at summer camps and afterschool programs. Through this program, youth develop the skills to promote positive change in their communities by mentoring younger children, experiencing meaningful employment, exploring their faith, engaging in experiential learning, and developing necessary life skills.

The Teen Development Program Manager (TDPM) is responsible for providing educational and career planning resources, support, guidance and accountability for StreetLeaders throughout high school and afterwards. A strong candidate for this position will demonstrate visionary leadership as they build upon existing programs to support our StreetLeaders. During the school year, this position requires the TDPM to work afternoon and evening hours to accommodate after-school program needs. The work hours are typically 11 am to 8 pm with the occasional trip or weekend requirement. Summer programming requires an alternate schedule of mornings and afternoons. The TDPM also supports other SL Program and CYM Department efforts and has a significant driving component.

Essential Job Functions:

1. Uphold and integrate UrbanPromise's values (Faith, Innovation, Community, Holism) into the program and demonstrate the character qualities of enthusiasm, flexibility, dependability, coachability, integrity, kindness, self-control and perseverance. To promote youth engagement and retention in the SL Program by creating a culture of safety and belonging.
2. Work closely with the 12th-grade StreetLeaders (SLs) to help them develop and realize their post-high school educational and career goals. This includes meeting with seniors one-on-one weekly; ensuring SLs are completing college, employment and/or scholarship applications and financial aid forms; organizing college and career tours; and assisting SLs as they prepare and take the SAT or other similar tests.
3. Work with 9th to 11th-grade SLs to track their academic progress and provide support when needed, organize college and career exposure or development activities, and help prepare them for the SAT or other similar tests.
4. Establish, develop and maintain relationships with community partners such as local high schools and universities to promote SL program outcomes.
5. Assist in providing transportation for SLs to and from work and other events or activities.
6. To serve as a Christian leader, guide, and mentor to StreetLeaders.
7. To advocate for student needs, providing individualized attention to achieve goals and/or address barriers.
8. To collaborate with all other UP departments and external partners in assuring cohesive service delivery and case management to SL's and their families.
9. To assist in the development and implementation of life skills sessions/enrichment classes for SL's.
10. To assist the SL Director in the coordination and execution of annual trips and events such as SL Summer Retreat, Thanksgiving/Christmas Dinners, Spring & Fall SL hiring events, and monthly TRIBE gatherings.
11. To manage and track the SL database, assist with grant reporting and other administrative duties.
12. To assist in CYM and UP special events, including but not limited to the Golf Tournament, Annual Banquet and other SL-focused initiatives and fundraising opportunities.
13. Participate in and seek out professional training and development opportunities.
14. Attend and actively participate in regular staff meetings, monthly all-staff meetings, and periodic all-staff events.
15. Participate in the employee performance evaluation process.

Essential Job Requirements:

EDUCATION	<u>Bachelor's Degree or equivalent work experience in Youth Ministry, Education, Social Work or Related Field</u>
EXPERIENCE	<u>Experience working with urban youth, youth ministry, and/or social work</u>

REQUIRED SKILLS Knowledge and experience of Microsoft Office; Public speaking, strong interpersonal communication, organizational, time management, and teamwork/collaboration skills.

Must possess a driver's license in good standing and be comfortable driving larger vehicles. Must obtain CPR, First Aid Certification and CDL License within 6 months to a year of hire.

PHYSICAL REQUIREMENTS The TDPM is expected to perform duties and responsibilities of a physical nature. Must be able to lift a minimum of 10-15 lbs. She or he must have the ability and comfort level to drive large vehicles.

UrbanPromise Total Rewards Package:

At UrbanPromise, we believe in honoring the incredible work of our team by offering a robust and competitive Total Rewards Benefits Package that supports your health, financial stability, professional growth, and overall well-being. Employees are eligible for up to 86%- 88% employer-paid health care premiums, a 401(k)-retirement plan with employer match, and an impressive suite of ancillary benefits that reflect our commitment to care and sustainability. We invite passionate professionals to apply—not just for the role, but for a workplace that invests in your future and values your contributions every step of the way.

UrbanPromise Total Rewards comprehensive benefits package includes:

- Medical Coverage: Up to 88% employer contribution toward your health insurance plan premium
- Dental & Vision Insurance
- Employer Paid Life Insurance
- Additional Voluntary Life & Health Insurance options
- 401(k) Retirement Plan with employer match
- Generous Paid Time Off (PTO) and paid company holidays
- Sabbatical Leave available after 10+ years of service
- Employee Assistance Program (EAP) for mental health, counseling, and wellness
- Access to a Registered Dietitian through our wellness program
- LegalShield & Identity Theft Protection
- Plum benefits entertainment and travel discount program
- Financial Literacy Support and credit union access
- Tuition Reimbursement and tuition discounts for employee family members
- Staff Care Emergency Fund for urgent, short-term financial needs
- Employee Celebrations and recognition programs
- Professional Development support
- Plus, many other benefits that support your personal and professional growth

Join a team that celebrates its people as much as its mission. If you're excited by this opportunity, we'd love to see your application and welcome you to one of the best places to work.

**** UrbanPromise Equal Opportunity Statement**

UrbanPromise is committed to nurturing a workplace where every staff member, youth, family, volunteer, and donor feel welcomed, valued, and engaged in our mission regardless of background. Our commitment to equal employment opportunities ensures that all employees and applicants receive fair treatment. We do not discriminate based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local laws. UrbanPromise believes in fostering a diverse and respectful work environment where everyone can thrive. We are dedicated to upholding these principles in all aspects of employment, including recruitment, hiring, training, promotion, and compensation. We ensure that all employment decisions are based on qualifications, merit, and business needs.

UrbanPromise is an Equal Opportunity Employer. All applicants who believe they meet the stated qualifications are encouraged to apply. Resumes and cover letters should be submitted to UrbanPromise Ministries, Human Resources Manager, Brian Mackey
bmackey@urbanpromiseusa.org