



## **Alpine Achievers Initiative Program Manager Position Description**

**Title:** Alpine Achievers Initiative Program Manager

**Reports to:** Alpine Achievers Initiative Executive Director

**Salary:** \$35,000 - \$39,000 with benefits.

**Work Schedule:** This positions schedule will fluctuate depending on programming needs. Some evenings and weekends will be required.

**Location:** San Luis Valley

**Start Date:** August 1, 2018

**Organization Information:** Alpine Achievers Initiative inspires, connects, supports and nurtures the youth, families and communities in rural Colorado. AAI operates with the support of a team of AmeriCorps members in the San Luis Valley (SLV) of southern Colorado. AAI is currently looking to expand programs and provide additional teen programming and Social Emotional Learning programs for youth K-12.

**Position Overview:** The Program Manager will support the AmeriCorps Program Director and Executive Director with the development and facilitation of youth development programs. The Program Manager will support with AAI trainings, program development, program facilitation, AmeriCorps member management, AmeriCorps member recruitment, general program facilitation and policy development. This position will have a lot of flexibility and independence and is a good fit for someone that is comfortable with a little bit of chaos.

### **Key Roles and Responsibilities**

1. Support the development and implementation of AAI programs, specifically teen, GLBTQ and social emotional learning programs
2. Develop processes and systems that support the effectiveness of the programs
3. Participate in partner meetings and coalitions as an AAI representative
4. Support the Executive Director with grant writing and reporting
5. Oversee proper record keeping and reporting including activities and events conducted breakdowns of daily participation figures, notable achievements and any problems/issues
6. Ensure quality improvement by monitoring and evaluating program achievement against target goals, recommending modifications that respond to member needs and interests
7. Support AmeriCorps members facilitating AAI programs
8. Assist with the ongoing training needs for all AmeriCorps such as first aid and safety, positive youth development, etc.
9. Ensure programs, services and activities that prepare youth for success, promoting safety of members and quality in programs at all times
10. Provide guidance and role modeling to members
11. Check and respond to emails on a daily basis
12. Traveling around the SLV to check on programs and attend meetings regularly (about 5-10 hours/week)

**Skills/Knowledge Required:**

- Program management and supervision, or an equivalent combination of experience and education.
- Ability to work in a fast-paced environment and adapt to evolving organizational needs
- At least 5 years experience in a program management role
- Direct experience working with multiple age groups
- Comfortable working in unstructured environments
- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics
- Demonstrated organization and project management abilities.
- Valid Driver's License
- Ability to pass required criminal and motor vehicle background checks
- Reliable transportation (transportation to sights is not included in weekly hours)

**Physical Requirements/Work Environment:**

- Occasional ability to lift up to 40 lbs
- Frequent walking or standing
- Frequent sitting for extended period of time
- Frequent computer use

**To Apply:** Send a resume and cover letter to Megan Strauss at [megan@alpineachievers.org](mailto:megan@alpineachievers.org) 719.221.9480. In addition, complete the writing sample [here](#). The deadline for applications is June 29th.