

Pal Center CCE Program Manager Position Job Description

We are looking for a full-time **CCE Program Manager** (grant-funded position) to plan, coordinate, manage, and execute all after-school program operations and personnel for the Community Care and Enrichment Program (CCE) program. You will be responsible for improving performance, productivity, and efficiency through the implementation of effective methods and strategies for the CCE that support the personal development of our participants' families.

This includes meeting the goals and objectives of Pal Center according to the needs, and interests of our Redwood City and North Fair Oaks communities. This position reports directly to the **Associate Director**.

The PAL **CCE Program Manager** is a role that involves overseeing the activities, contracted instructors, volunteers, and staff of **after-school and summer programs, administrative needs, and event services**. It's a Lead's job to make sure the CCE program is running as well as it possibly can, with a smooth efficient service that meets the expectations and needs of our members, partners, and donors.

Major Responsibilities:

- Carry out the mission, vision, and values established by the Executive Director and the Board of Directors of PAL in all job-related activities.
- Establishing an institutional community culture of supportive learners of all programs
- Ensuring all program operations are carried on in an appropriate, timely, and cost-effective way
- Improving operational systems, processes, and best practices
- Always remain legally compliant with the organization's bylaws and program rules
- Ultimately responsible for maintaining the efficiency of the Youth Enrichment Program
- Must have a caring and friendly disposition, and contribute to a friendly teamwork environment with all colleagues, partners, and program participants.
- Work with other program staff to ensure organizational-wide processes, systems, and procedures are implemented with consistency and efficiency.

Related Duties:

- Managing quality assurance for enriching activities. Strategize process improvements, supervise, and train Site Leads and Youth Mentors.
- Ensure that all workings are delivered correctly and in alignment with specifications and quality requirements

- Improve operational systems, processes, and best practices that guarantee program well-being
- Provide program needs and collaborate with the Operations Manager & Associate Director
- Provide quarterly, data on accomplishments and beneficiaries served in the program
- Plan material inventory and ensure oversight
- Contribute towards the achievement of the company's strategic and operational objectives
- Manage Site Leads and Youth Mentors on site
- Take initiative and action to execute day-to-day operations as needed

Noticeable Tasks:

- CCE Program Coordination
- Community Wellness Program Support
- Organization's School Partner Liaison
- Membership Oversight
- Drive participants to program-related activities
- Program/Event Marketing and Communications
- Youth and Family Program Support and Communications
- Execution of Grant Evaluation Systems
- Assist Directors as needed
- Support Annual Events and Fundraisers as needed
- Social Media Plan Implementation
- Support Outreach efforts
- Interview, hire staff, and provide professional development plans
- Staff compliance training
- Conduct Staff Performance Reviews
- Perform Staff Recognition
- Manage Staff Schedules
- Provide High-Quality Learning and Safe Environment
- Development Program Curriculum
- Mentorship Engagement
- Budget Management

Qualifications:

- Bachelor's degree in social work, education, youth development, or a related field.
- Minimum of 2 years of experience in program management, preferably in a youth-serving organization.
- Strong understanding of youth development principles, program design, and implementation strategies.

- Excellent administrative skills, including budget and protocol management, data analysis, and grant reporting.
- Cultural competency and sensitivity to the needs of diverse populations, with a commitment to social justice and equity.
- Previous experience with restorative justice practices and trauma-informed care approaches is preferred.
- Ability to communicate effectively with all levels of the organization
- Bilingual English and Spanish
- Effective leadership, communication, and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders.

Special Requirements:

- Must have a valid California Driver's License and insurance coverage.
- Must have TB Clearance and be tested every two years.
- Must be CPR trained, certified, and keep certification current (training can be provided).
- Must be fingerprinted (provided by RCPD)

Benefits:

- Competitive salary commensurate with experience.
- Comprehensive health and wellness benefits package.
- Generous vacation and paid time off.
- Professional development opportunities and support for continued learning.
- Meaningful work within a mission-driven organization dedicated to serving the needs of our community.

Application Instructions:

To apply for the CCE Program Manager position at Pal Center, please submit a resume, cover letter, and three professional references to Jade@redwoodcitypal.org . Applications will be reviewed on a rolling basis until the position is filled.

Pal Center is an equal-opportunity employer committed to diversity, equity, and inclusion. We encourage individuals from all backgrounds to apply.