



## MOUNTAIN VIEW COMMUNITY CENTER

### Programs Manager

**Reporting Relationship:** Executive Director

**Direct Reports:** Senior Programs Coordinator, Youth Programs Coordinator, and Community Events Coordinator

**Oversight of:** Program Contracts & Consultants

**FSLA:** Exempt

**FTE:** Full time (40 hours)

**Schedule:** M-F, hours vary, occasional nights and weekends

**Pay Range:** \$42,000 – \$52,000 (DOE)

**Position Summary:** The Programs Manager is responsible for leading and supervising all programs and services at MVCC. This position will build a robust volunteer program and continue to vision with the Executive Director for future programmatic growth for the Center.

#### Essential Duties & Responsibilities

- Work collaboratively with MVCC Staff to build a culture of cooperation, courage, and kindness
- Promote and engage in MVCC's mission to "develop successful kids, hopeful families, and active seniors"
- Provide leadership and supervision to all program staff, consultants, and volunteers
- Lead, coordinate, and build relationships with key community partners related to MVCC's program delivery
- Manage and Lead Volunteer Program to include:
  - Recruitment
  - Training/Coordinating
  - Communication
  - Tracking/Reporting
  - Safety Enforcement

- Supervise the tracking of important programmatic data
  - In-kind donations
  - Program Delivery (items distributed, number of participants, etc)
  - Testimonials and data analysis
- Evaluate program effectiveness in relation to the current needs of the community
- Assist in communicating the impact of our programs through images, stories, and data
- Coordinate weekly Seeds of Change Thursday Dinner & Resources
  - Supervise the Center from 3:00 pm to closing
  - Manage and schedule volunteer meal and serving teams as well as kitchen support staff
  - Research, communicate, and coordinate with potential opportunities and partners to bring resources, classes, services to the Center to serve food bank clients and general community.
  - Schedule and oversee these resources and classes
- Work collaboratively with MVCC Staff & MVLC Campus Organizations in the scheduling of all programmatic and volunteer opportunities
- Perform basic administrative tasks:
  - Meet with the Executive Director on a regular basis for the purpose of reporting and planning
  - Prepare monthly reports of program activities for the Board of Directors
  - Assist with the preparation and monitoring of program budgets

### **Experience, Skills, and Abilities Required**

- College degree or equivalent experience in social work, education, leadership, human resources, or related field
- Over 3 years in progressively responsible position in non-profits or education focused on service delivery to vulnerable populations
- Experience in forming successful collaborations, which have advanced the organization's mission
- Demonstrated ability to innovate, learn quickly and independently, and be accountable for high-quality results
- Ability to think strategically and implement programs with limited resources
- Experience in managing a team and all aspects of performance management to enhance individual and group performance
- Strong verbal and written communication skills
- Excellent coordination and time management skills
- Flexibility, collaborative spirit, and strong organizational skills
- Ability to work both independently and as part of a team
- Respect for diversity and ability to work in a multicultural environment
- Proficiency working with Windows, Email, Internet, Microsoft Word and Excel and ability to learn internal database program

- Valid Washington state driver's license, access to reliable transportation and proof of adequate vehicle insurance coverage
- Be able to pass a background check
- The ability to lift 25 pounds regularly

### **Benefits**

All employees are eligible for paid sick leave of 1 hour earned for every 40 hours worked. As a full-time exempt employee, vacation is offered. New employees are offered two weeks. Accrual of vacation begins the first month; however, it is not available to use till after 6 months of employment. It is understood that if the Program Manager works to cover duties, additional unpaid time off is possible, if approved by the Executive Director. Although MVCC does not currently offer medical benefits or a healthcare saving account, this can be negotiated and would begin after 90 days of employment.

### **Acknowledgement**

This document is intended to describe the essential functions/competencies and requirements of this job. It may not be all-inclusive. Mountain View Community Center retains the right to change it as needed. If job functions change substantively, the job description will be updated. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship. I have read and I understand this description of my job.

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