



## After School Manager

### About Girls in the Game

Girls in the Game provides and promotes sports & fitness opportunities, nutrition & health education and leadership development to enhance the overall health and well-being of all girls. Our year-round continuum of programs includes after school programs for elementary-, middle- and high-school girls, a five-week summer camp, one-day health fests, a year-round leadership development program and parent and caregiver healthy lifestyles trainings.

### Position Summary

Girls in the Game seeks a program administrator with at least three years of experience and a background in youth or teen development to manage the After School program. One of Girls in the Game's largest programs, After School started in 1999 and currently reaches girls ages 8-14 from at 30 sites throughout Chicago. At 29 of these sites, Girls in the Game reaches 25 girls for 90 minutes once a week for 30 weeks between September and June. Programming follows a set curriculum and each program day covers sports and fitness, health and leadership development. The After School program also includes one intensive program that reaches 35 girls at McGuane Park, Tuesday-Thursday from 2pm-6pm, September through June.

The After School Manager will be responsible for leading the program including building relationships with schools and parks throughout Chicago, hiring and managing full and part-time program staff and interns, setting annual program goals in accordance with the organization's strategic plan and ensuring program goals are met. During the program year, Girls in the Game hosts fieldtrips every Saturday for participants and families. After School staff are each expected to work one Saturday per month. The After School Manager is responsible for overseeing fieldtrip planning, scheduling staff and attending Saturday fieldtrips if necessary. The After School Manager will also oversee summer programming for a few Track E schools and Park District sites. This position reports to the Programs Director.

### Primary responsibilities

- Program planning including goals, objectives, outcomes and reporting
- Meet program expectations of once-a-week program delivery for 30 weeks at a minimum of 29 sites with enrollment of 25 participants and a 80 percent attendance rate
- Meet program expectations of three-days-a-week program delivery from September-June at McGuane Park with enrollment of 35 girls and an 80 percent attendance rate
- Build and maintain relationships with at least 30 program sites
- Site relations including scheduling the program and negotiating linkage agreements
- Three full-time Program Specialists who will each be responsible for supporting the program at 10 sites and coaching at two to three of those sites
- Six part-time unpaid interns who will coach and assist with data entry, program materials prep, and communications with participants and parents/guardians
- Six to twelve paid part-time staff who will coach but will only be in the office for staff meetings and trainings
- Plan and implement a program for staff training and development
- Financial management including planning the program budget, collecting program fees from schools, and monitoring expenses and grant requirements

- Manage program records, ensure timely data entry in our Salesforce.com database, and analyze program data using Salesforce.com reports
- Review all program materials for quality
- Assist with program evaluation
- Work with other Girls in the Game program managers to ensure integration across programs
- Oversee fieldtrips every Saturday during the school year and attend Saturday fieldtrips if necessary
- Other duties as assigned

### **Qualifications**

- Bachelor's degree required, Master's degree preferred, preferably in youth or teen development, education, sports or recreational management, administration or a related field
- At least three years of experience in program administration
- Excellent organizational and critical thinking skills
- Experience hiring, supervising and developing staff
- Ability to work under pressure and manage multiple projects simultaneously
- Must be able to travel regularly to sites throughout Chicago, preferably by car
- Demonstrated knowledge of computer environments, e.g. Windows, Microsoft Word, Excel, Outlook and PowerPoint
- Attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines
- Ability to take the initiative to make decisions/choices without direct supervision

### **Licensing Required**

- Employment is contingent upon proof of eligibility to work
- Verification of degree/credentials
- Background check and fingerprint clearance
- Valid driving license (if applicant drives)
- Proof of insurance on personal vehicle (if applicant drives)
- Recent satisfactory DMV printout of driving record (if applicant drives)
- Must be available to work evenings and weekends for various scheduled events
- Agreement to uphold all of the Girls in the Game Policies and Procedures (by signature)

### **Core Competencies**

- Delegation and management
- Supporting and developing others
- Decision quality
- Relationship building
- Youth/teen development

### **Communication Skills**

Ability to communicate professionally with staff, parents/guardians, teachers and school administrators; ability to communicate effectively with diverse groups; ability to write reports, correspondence and program procedures; ability to lead staff trainings and professional development sessions

### **Reasoning Ability**

Ability to read, analyze and interpret curricula, learning standards, database reports, grant requirements and financial statements; ability to solve practical problems among staff, sites, participants and family members; ability to evaluate situations and make independent decisions that align with Girls in the Game standards; ability to write and implement quarterly and annual program plans that serve Girls in the Game's long-term vision;

ability to organize and analyze information with a high attention to detail; ability to manage multiple projects at once

### **Working Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position requires:

Frequently: sitting, walking, seeing, hearing, speaking, standing, carrying

Occasionally: stooping, lift up to 40 lbs, squatting, kneeling, bending, pushing/pulling

Seldom: climbing, twisting

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is a fast paced environment and the noise level is usually moderate.

### **Compensation**

The salary range for this position is \$40-48,000 annually based on experience. Health, dental and retirement benefits also provided.

**For more information or to apply, please email or fax a resume and cover letter to Monique Turner at [mturner@girlsinthegame.org](mailto:mturner@girlsinthegame.org) or 312.633.4897. Due to the high volume of applications, PLEASE NO PHONE CALLS.**