



Teen Programs 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 excellent creative and strategic thinking skills and a background in teen development to grow our Teen Programs. Girls in the Game currently offers two teen programs, Varsity Squad and Summer Squad. Varsity Squad trains teen girls to lead healthy lifestyle workshops for groups of 15-20 younger girls. In return, Varsity Squad members earn incentives and college scholarships from Girls in the Game. The 2010-11 program will serve two Varsity Squads of 15-20 teens: one based at Girls in the Game's headquarters and open to teens throughout Chicago, and one based in a high school for students of that school. In addition to regular Varsity Squad programming, the Teen Programs manager will also organize career exploration field trips called Women's Leaders Interviews for members as well as special opportunities for members to be ambassadors for Girls in the Game (e.g. Varsity Squad members representing the organization at a community event). Summer Squad operates for two weeks in July and uses workshops, guest speakers and hands-on education to prepare a group of 15-20 teen girls to become counselors in our Summer Camp. The Teen Programs Manager writes curriculum, implements direct service programming, plans and monitors program budgets, and manages all record keeping and data analysis for the programs. Additionally, the Teen Programs Manager is responsible for developing a strategic vision for expanding our Teen Programs to provide more direct service in Chicago, and potentially to create a train-the-trainer program to grow our Teen Programs nationwide. The Teen Programs Manager supervises one intern with the potential to manage full- and part-time staff in accordance with program growth. This position reports to the Programs Director.

Primary responsibilities

- Strategic program development including writing curriculum, expanding current programming and envisioning new opportunities for teen programming in accordance with Girls in the Game's long-term vision
- Program planning, goals, objectives, outcomes and reporting
- Meet program expectations for Varsity Squad with two squads of 15-20 members leading 10 workshops for 15-20 girls
- Meet program expectations for Summer Squad with enrollment of 15-20 teens and an 80 percent attendance rate
- Lead Varsity Squad and Summer Squad programming
- Build and maintain relationships with at least 10 sites for Varsity Squad workshops
- Train, supervise and support at least one intern
- Financial management including planning the program budget, monitoring expenses and grant requirements and managing scholarships
- 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
- 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
- Excellent creative and strategic thinking skills
- Experience writing curriculum and leading programming
- 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

- Teen development
- Creative thinking
- Written communications
- Planning and forecasting
- Relationship building

Communication Skills

Ability to communicate effectively with teen girls both individually and in groups; ability to communicate professionally with staff, parents/guardians, teachers and school administrators; ability to communicate effectively with diverse groups; ability to write curriculum; ability to write reports, correspondence and program procedures

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

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, running, active play, 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 \$37,000-\$42,000 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 or 312.633.4897. Due to the high volume of applications, PLEASE NO PHONE CALLS.