



Program Manager, Middle School Job Description

Organization Overview:

Horizons for Youth is a community organization committed to helping children recognize and achieve their full potential. We are Chicago's only organization providing need-based scholarships, comprehensive support programs and educational resources for students of all academic ability levels, from kindergarten through the start of their career. We currently serve a total of 227 students in both public and private schools. Through our holistic approach, 99 percent of our program graduates complete high school and 84 percent have graduated from college or are currently pursuing their degree. These results prove that with the right combination of competencies, family investment, and community support every child, regardless of socio-economic status, can reach their full potential.

This position reports to the Director of Academic Support Services. This is a full-time position (40 hours a week). Some evening and weekend hours are required (on average one Saturday a month). The position includes paid vacation and health, dental, and life insurance benefits, with 100% of employee premiums paid by Horizons for Youth. It also includes short and long-term disability, flex time and comp time.

Position Overview:

Horizons for Youth relies on Program Managers to provide high-touch support for families. The Program Manager, Middle School is responsible for managing a portfolio of **35-45 K-8th** grade students and their families. As the primary relationship manager, the Program Manager, Middle School is responsible for all aspects of the organization's relationship with the students, their parents, schools and teachers.

Management of this portfolio of students will include regular communication with families, academic and social support and partnerships. The Program Manager, Middle School will work with the program team to collaborate and ensure high quality programming is being delivered for all students.

Primary Objectives

- 1) **Family Relations (40%):** Foster strong, trusting relationships with parents or guardians and work alongside families regarding successes and challenges, at home or in school.
- 2) **Academic Monitoring and Social Support (50%):** Support student academic progress, monitoring and social-emotional well-being.



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- 3) **Partnerships (10%):** Facilitate and leverage partnerships to support the academic and social growth of students.

Responsibilities for Primary Objectives:

- 1) **Family Relations:** Foster strong, trusting relationships with parents or guardians and work alongside families regarding successes and challenges, at home or in school.
 - Act as the primary case manager contact for Horizons for Youth parents in communicating programming events/requirements, resources and ensuring their fulfillment of the parent contract.
 - Manage the contract fulfillment/compliance process:
 - Refer families to opportunities for customized support and referrals.
 - Assist in the Family Selection Process.
 - Understand, monitor, intervene and be aware of all components of wellness.
 - Track family needs and demographic information in our customized Salesforce database.
 - Assist in creation of budget and manage budgets for programs or events you lead and track ongoing expenditures.
 - Engage in ongoing Salesforce.com training and implementation for program management.
- 2) **Academic Monitoring and Social Support:** Support student academic progress, monitoring and social-emotional well-being.
 - Communicate with each parent monthly for academic monitoring check-ins.
 - Track the academic progress of all students using the Academic Tracker and Salesforce Database and be responsive to the data.
 - Collect formal academic data such as report cards and standardized test scores for each student on schedule.
 - Use data from monthly check-ins and report cards to collaborate with the Director of Academic Support Services for the following objectives:
 - Identify students who would benefit from support services.
 - Recruit students for services, assist the parent in signing up for services and monitoring progress.
 - Communicate with schools.
 - Provide support throughout special education related processes.
 - Lead Community Elements (non-academic) for K-8th Summer Programming with emphasis on community building events, social-emotional support, and working with staff to create a recommendation guide for external summer programs.
- 3) **Partnerships:** Facilitate and leverage partnerships to support the academic and social growth of students.
 - Mentoring Relationships



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- Monitor mentoring relationships through parent communication and Horizons for Youth events.
- Support and address any issues by connecting with the Volunteer Manager to provide further resources.
- Participate in annual individualized meetings with parents, students, mentors and Volunteer Manager.
- Enrichment Outings
 - Attend all monthly outings with rotating roles: as chaperone managing mentors/students and monitoring mentoring relationships or as leading Parent Workshops owned by Family Services Senior Program Manager.
 - Lead planning and implementation of ice skating event (Dec).
 - Provide middle school age specific content/ideas for outings.
 - Monitor outing RSVPS and outing attendance (sent via Eventbrite by development team member).
- School Relations:
 - Annual MOU review; monthly visits to meet with the primary contact, to interact with students and have any necessary meetings.
- Other partnerships:
 - Partner with High School Senior Program Manager who is lead for High School Prep Process and Horizons for Youth High School Program Selection.
 - Attend all sessions and assist as needed.
 - Lead any partnership program opportunities that arise for the 6th-8th grade population.
 - Provide presentations to fellow program team members on 1) childhood development/needs for middle school and best practices for working with middle school students 2) Information on programs you lead.
 - Share support about middle school development as needed at weekly Program Team meetings and as requested by other team members.

Additional Responsibilities:

- Attend Board of Directors meetings as necessary according to agenda items.
- Help manage and attend On Cloud Nine Gala and No Ordinary Evening events.
- Participate in special events and other development initiatives.
- Aid Development team in fundraising strategies by providing information on students/families and supporting requests for funding initiatives as needed.
- Other duties as assigned.



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Requirements:

- Bachelor's degree required; area of study in psychology, education or social work preferred.
- 3-5 years of work experience in teaching, counseling, social services, or nonprofit organizations with 6th-8th grade students and their parents.
- Strategic understanding of 6th-8th childhood development, needs, self-advocacy and key behaviors necessary to learn for the transition to high school.
- Excellent written and verbal communication skills.
- Proven ability to collaborate with diverse groups, stakeholders, employees, students and families
- Understanding of and commitment to the empowerment of families from low-income areas and diverse communities.
- Quality listening skills, empathy, and commitment to the Horizons for Youth mission.
- Considerable organizational skills, time management and interpersonal skills, cultural sensitivity and personal initiative required.
- Proficiency in Spanish is a plus.
- Experience with Salesforce is a plus.

Horizons for Youth is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. Horizons for Youth does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. Horizons for Youth is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

To apply for this opportunity, please fill out this Google form:

<https://forms.gle/29tyMyKit7wmJJzZ6>.

and then send your resume to meghan@horizons-for-youth.org.

Thank you!