Program Manager – Middle & High School

Overview

The Program Manager – Middle & High School leads the planning, development, and delivery of Pathway programming for middle and high school students, including mentoring and teen volunteers, partnerships, summer enrichment, and college, career, and leadership opportunities. The Program Manager maintains overall responsibility for program quality, effectiveness, and continuous improvement.

The Program Manager provides day-to-day guidance and coaching to an onsite Tutor Doctor contractor who supports evening program delivery. This full-time role reports to the Senior Program Manager.

Responsibilities

Lead Middle & High School Program Development and Delivery

- Lead the planning, development, and delivery of middle and high school programming, including program priorities, schedules, activities, materials, and resources
- Develop programming and experiences responsive to students' academic, social, leadership, college, career, and personal development needs
- Provide direction and guidance to staff, contractors, partners, and volunteers involved in middle and high school programming
- Build strong relationships with students and families, proactively communicating about student needs, concerns, and progress and collaborating with the Senior Program Manager when broader family support or case management needs are identified
- Develop and coordinate college, career, workforce, leadership, and other enrichment opportunities, including job readiness activities, speakers, and post-secondary exposure
- Maintain accurate program records and evaluate participation and student outcomes to identify needs and opportunities for continuous program improvement

Coordinate Middle & High School Summer Enrichment

- Identify and coordinate teen summer enrichment opportunities, serving as the primary partner contact and managing all related logistics.
- Coordinate academic, leadership, college and career, workforce development, and other enrichment opportunities based on student interests and needs, working with teens and families to identify appropriate opportunities and track participation.

Coordinate and Support Evening Program Delivery

- Develop and communicate plans, priorities, and expectations for evening middle and high school programming
- Provide ongoing direction, coaching, and support to the onsite Tutor Doctor contractor, ensuring they have the resources and information needed to effectively implement program plans
- Coordinate with the Tutor Doctor contractor and Site Coordinator regarding students, activities, volunteers, schedules, and other program needs
- Maintain an appropriate onsite presence to support program delivery, build relationships with students, monitor program quality, and address needs or concerns as they arise

Manage Mentoring and Teen Volunteers

- Further develop and lead the Pathway mentoring program, including mentor recruitment, onboarding, training, matching, and ongoing support
- Recruit, coordinate, and support other volunteers involved in middle and high school programming, ensuring effective placement and engagement
- Monitor mentoring relationships and volunteer participation, addressing needs or challenges and maintaining appropriate records
- Coordinate with the Tutor Doctor contractor and Site Coordinator to ensure mentors and volunteers are effectively utilized and supported
- Identify opportunities to strengthen and expand mentoring and volunteer engagement based on student and program needs

Manage Teen-Focused Partnerships

- Serve as the primary Pathway contact for TAOGA, Tutor Doctor, and other partners supporting middle and high school programming
- Develop and manage relationships with schools, colleges, employers, nonprofits, and other organizations that can provide meaningful opportunities for teens
- Coordinate partner-led workshops, activities, enrichment, and other programming, ensuring alignment with Pathway goals and student needs
- Develop partnerships and connect students with scholarships, internships, employment, and other college, career, and enrichment opportunities

Requirements

- Bachelor's degree in education, youth development, social services, nonprofit management, or related field; equivalent experience may be considered
- Experience managing or coordinating youth programs, mentoring, education initiatives, or community partnerships
- Experience working with middle and/or high school students
- Experience supervising staff or volunteers
- Demonstrated ability to lead program planning, development, and implementation
- Experience working with diverse populations and families
- Strong interpersonal, public speaking, coaching, and relationship-building skills
- Ability to confidently communicate and represent the organization with a variety of audiences
- Strong organization, project management, and problem-solving skills
- Ability to build positive relationships with teens while maintaining appropriate professional boundaries
- Ability to effectively coordinate and provide direction to staff, contractors, volunteers, and community partners
- Proficiency in Microsoft Office applications and comfort working with program/database management systems
- Bilingual in English and Spanish preferred

To apply, please send resume/cv and cover letter to **traci@angelsandsparrows.org** with the subject line: "Program Manger – Middle + High School Application: Your name"