

Position Title: Waypoint Program Manager

Reports to: Associate Director

Exempt/Non-exempt: Exempt

Employment Type: Contracted

Schedule (hours and weeks): Full Time

Salary: \$45,00 to \$65,000 per year

Organizational Summary

Midcoast Youth Center (“MYC”) is a non-profit organization located in Bath, Maine. Our mission is to empower Midcoast youth to be healthy, engaged, and resilient, by offering recreation, education & enrichment, leadership & life skills, referrals to mental health support & substance use treatment, and support to youth experiencing housing insecurity. Our vision a suicide-free Midcoast community where the physical and emotional needs of youth are met through comprehensive programming and social services; where youth are inspired and equipped to realize a promising future.

SUMMARY DESCRIPTION

The Waypoint Program Manager is responsible for recruiting and onboarding cohorts of middle school students from the Regional School Unit 1 (RSU1) district and guiding them through a six year curricular progression, providing mentorship, experiential learning, and outdoor adventures as catalysts for self-discovery, leadership development and increased aspiration. In addition to working with students, the Program Manager position involves collaborating with the Associate Director and other Waypoint Program Manager to continue developing the Waypoint program. This position also includes a variety of administrative duties, communicating with participant families and RSU1 school partners, recruiting and managing adult volunteer mentors, crafting creative curriculum, and collecting and interpreting evaluation data to inform program design.

ESSENTIAL RESPONSIBILITIES

- Work closely with Associate Director to continue to develop the Waypoint program by evaluating and updating curricula, policies and protocols for successful youth development and engagement
- Collaborate with the Waypoint team by communicating regularly and working toward common goals
- Cohort management and mentorship:
 - Onboard and manage up to three cohorts of 20 students
 - Develop and maintain caring, long-term relationships with participating students and their families
 - Provide consistent, active mentoring of youth both one-on-one and in group settings
 - Organize and lead weekend field trips aimed to connect students with the local community through service
 - Organize and lead weekend and summer overnight leadership expeditions
 - Facilitate students in team building activities and provide space for student driven activities
 - Facilitate social emotional development while maintaining individualized plans
 - Assess group dynamics and collaborate with program team to create activities for

desired outcomes such as relationship building, increased self-awareness and an expanding worldview

- Be available by cell phone to communicate with students and families
- Partner relationship management:
 - Integrate with RSU1 extracurricular activities, staff meetings, community engagement, and field trips
 - Work closely with Waypoint's grant funders and fellow grant recipients (other programs in the Aspirations Incubator)
 - Recruit, train and manage adult volunteer mentors
 - Schedule and facilitate meetings with volunteers and stakeholders
 - Establish, cultivate, and leverage meaningful relationships and collaborations in the community to support continued staff and student development
- Evaluation data collection and interpretation:
 - Support program data collection to inform research and evaluation
 - Administer PEAR (Partnerships in Education and Resilience) Holistic Student Assessment and Program Evaluations
 - Use collected data to strengthen relationships with students and tailor programming to meet individual and group needs and further program goals
- Program resource management:
 - Work within program budget
 - Account for program related materials and supplies, communicating needs to the Executive Director
- Administrative duties:
 - Assist with enrollment process, planning, and execution
 - Ensure that paperwork is completed correctly and on time
- Teen Center duties:
 - Provide mentorship to and assist with supervision of students in afterschool programming at MYC

ADDITIONAL RESPONSIBILITIES

- Demonstrate commitment to the greater Midcoast Youth Center community while working to engage with other programs through special projects and community events
- Role model professionalism in the workplace and in the greater community
- Understand and describe all Midcoast Youth Center programs and interdepartmental connectedness
- Contribute to the Midcoast Youth Center community through participation of activities, committees, and events
- Perform all other duties as assigned by supervisor.

Certificates, Licenses, Registrations

- Valid Maine Driver's License
- Ability to obtain additional trainings/certifications as needed

Physical Demands

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. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is often required to stand, walk, use hands to finger handle or feel objects, tools, or controls; reach with hands and arms, and climb or balance. The employee must often lift and/or move up to 50-100 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental demands/Environmental Factors

Maintain emotional control under stress. Manage multiple aspects of work amid a busy environment. Travel is required, occasional prolonged and irregular hours. Be comfortable performing multi-faceted projects in conjunction with day-to-day activities.

Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

I have read and fully understood the responsibilities, demands and expectations for the position as described above.

Printed Name of Employee: _____

Employee's Signature: _____ Date: _____