



SJCOE
EDUCATE · INNOVATE · INSPIRE

Job Description

POSITION TITLE: Program Manager I, AmeriCorps/Apprenticeships #6139
YouthBuild San Joaquin
County Operated Schools and Programs

SALARY PLACEMENT: Management Salary Schedule
Range 8

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree and/or equivalent education, training, or experience that demonstrates an expertise in working with educational organizations, registered apprenticeship programs, and/or business and industry in the construction field. Experience working with educational agencies, registered apprenticeship programs, school districts, colleges and the community.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Two years of experience working with educational agencies, registered apprenticeship programs, school districts, colleges and the community. Three years of experience working in youth development and community service, with at least two years in a school setting. Understanding of AmeriCorps, Apprenticeships and YouthBuild programs. Experience implementing complex youth workforce development programs; maintaining compliance with federal and state guidelines, writing reports and managing budgets, and developing and maintaining partnerships with business, industry and community based organizations.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead and evaluate staff. Ability to create and follow policies and procedures. Ability to delegate and hold accountable those responsible for carrying out policies and procedures. Ability to operate a computer and knowledge of assigned software, and grant-related information systems. Ability to be flexible based on program needs. Ability to manage and interpret data to achieve maximum performance outcomes. Ability to oversee and manage budgets. Possess a valid California driver's license; have an acceptable driving record pursuant to SJCOE policy; and proof of liability insurance coverage in the minimum amount required by SJCOE policy; and must be insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Ability to manage AmeriCorps program, including outreach, recruitment, required background checks, orientation, tracking of community service hours and education awards. Ability to coordinate and supervise community service projects and events, including after hours and on weekends. Ability to develop and maintain relationships with program partners. Ability to supervise the placement of program completers in apprenticeship programs.

DISTINGUISHING CHARACTERISTICS:

The Program Manager series represents advanced management positions and has three levels.

SUMMARY OF POSITION:

Under the general direction of the Assistant Superintendent of County Operated School and Programs and the Coordinator IV, YouthBuild, the Program Manager independently performs a variety of duties related to implementing the AmeriCorps grant and placement of program completers into apprenticeship programs. Serve as the liaison between county office of education, registered apprenticeship programs, YouthBuild USA and other granting agencies. Recruit, enroll, and train AmeriCorps members. Ensure full compliance with grant requirements for AmeriCorps. Facilitate youth leadership and community service learning components of the program. Maintain detailed documentation of grant deliverables. Write monthly, quarterly, or annual reports as required by the grant. Attend partner meetings and trainings required by the granting agency.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with county office programs, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and time lines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Organize and manage implementation of the AmeriCorps program; monitor daily operations to ensure full program compliance with grant requirements.
14. Serve as liaison and main point of contact between county office of education and corresponding granting agencies.
15. Attend required meetings and trainings of granting agency.
16. Recruit, enroll, train, and supervise AmeriCorps members.
17. Create and maintain AmeriCorps member files, including tracking service hours of AmeriCorps members and volunteer hours.
18. Organize and supervise community service activities, leadership development, and National Days of Service³.
19. Oversee and manage grant-related budgets.
20. Enter data into grant information systems, analyze performance, and write required quarterly and annual performance reports.
21. Participate in evaluation, research and outreach efforts as part of the grant evaluation process.
22. Work with program partners to organize tours, specialized training programs, and place program completers in apprenticeship programs.
23. Develop systems to improve program operations, coordination and collaboration among staff and partners.
24. Write grants to support continuance of AmerCorps.
25. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.
7. Climb ladders and/or systems to access roof areas, attic spaces, and high walls.
8. Work safely and effectively on roof areas.
9. Work effectively with tools in confined spaces and in inclement weather.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.