

SAFER FOUNDATION
VACANCY ANNOUNCEMENT
November 22, 2011

All positions are Full-Time (40-hours/week) and located in the Chicago Metropolitan area unless otherwise specified. Applicants should submit updated resume via URL address link listed in the posting.

Title: Program Manager/Evaluator (Project Safer Youth)
Program: Educational Services
Location: Chicago, IL

To apply for this position, please click: <https://home.eease.adp.com/recruit/?id=1058781>
Please note: After you "submit" your application, you will receive an e-mail acknowledging receipt

This is a full-time position funded through October 31, 2012 and requires evening and Saturday availability.

The Program Manager/Evaluator oversees the day-to-day operations of Project Safer Youth. He/she is responsible for designing and building Project Safer Youth from the ground up. The Program Manager ensures that the staff is providing the highest level of services to participating youth and their families while adhering to all contractual and funding requirements. The Program Manager will analyze program data to determine overall effectiveness of the program, identify areas that need improvement and create/implement program changes as needed, assess the performance and effectiveness of the staff and volunteers, employing program and/or individual goals, when necessary.

Essential Duties and Responsibilities:

- Partner with the Director of Educational Services to build the program
- Manage the day-to-day operations of the program
- Develop program curricula
- Create and enforce rules and polices governing the program
- Create staff and volunteer schedules
- Oversee the schedule of cultural and educational field trips for participants
- Oversee applications and supporting documentation for the participants
- Develop and implement department data collection and maintenance strategies
- Design, develop, implement and maintain program evaluation process to measure the overall effectiveness of the program
- Create and maintain confidential client files
- Develop and maintain positive relationships with participating youth and their families
- Data entry into agency database and other data collection media
- Initiate, develop and maintain strong working relationships with the Juvenile Court of Cook County
- Compliance reporting to Director of Educational Services
- Serve as a liaison between IDHS representatives and the Director of Educational Services
- Handle special projects and routine expectations as required

Qualifications:

- Highly motivated self starter who is goal oriented
- Must be self reliant, resourceful and outcome driven
- Must be highly organized, able to manage several concurrent tasks and multiple priorities
- Knowledge of group behavior and dynamics, societal trends and influence
- Knowledge of and sensitivity to the particular learning needs and employment barriers faced by youth with criminal records
- Ability to work well under pressure
- Must be willing to obtain CPR certification
- Must have excellent computer, business writing and verbal skills
- Must be proficient in Microsoft Office – Word, Excel and Power Point

Education and Experience:

- BS/BA in Criminal Justice, Social Sciences, Public Administration or related field
- 2 years management or supervisory experience
- Experience working in an after-school program, strongly preferred
- Experience working with teenaged youth preferred
- Experience working with persons with criminal records

Safer Foundation is a drug-free workplace.

EOE/AA/M/F/D/V