

Teen Program Manager – YELLS Community Action Café Teen Program

The YELLS Community Action Café is the signature teen program of Youth Empowerment through Learning, Leading, and Serving, Inc. In this innovative program, teens learn financial literacy, marketing, servant-leadership, customer service, event planning, and much more as they actually manage the Café and lead events and workshops to engage community members. Our Service Learning model is rooted in youth voice and allows teens to rise as the leaders of their communities.

The YELLS Community Action Café Teen Program Manager is responsible for managing the daily operations of the Community Action Café and is the primary contact with Community Action Café youth. S/he is responsible for supporting and empowering teens to lead and serve as they develop their community hub and social enterprise. This person creates a positive environment for the program, facilitates activities, coaches youth to prepare events, monitors their academic progress, and coaches them in their apprenticeship roles.

Essential Duties and Functions

- Provide case management for each youth, ensuring s/he rises to his or her full potential within and outside of the Community Action Café
- Develop and implement a strong career readiness curriculum that prepares teens for their internship roles and future careers
- Lead and facilitate all workshops (leadership and life skills, arts enrichment, financial literacy, media literacy, entrepreneurship, event planning, etc.) and programming when partners/contractors are not facilitating
- Manage internships and coach teens as they lead the Community Action Café business and its community projects and events
- Present lessons in an “after-school style” that includes plenty of physical movement, encourages authentic experiences, and is filled with fun
- Facilitate team-building activities to foster team spirit and teen-rapport by creating a positive group dynamic via team-cohesion and motivational activities
- Recruit and retain teen participants by developing authentic relationships, designing engaging learning experiences and promoting youth voice
- Track academic and social progress of each student and develop individualized interventions and plans for their improvement
- Create and manage a fluid connection between home, school, community and YELLS
- Engage parents and families in YELLS events, workshops, and volunteer opportunities
- Supervise youth attending the program and promote safety and respect among all participants while maintaining order and discipline
- Participate with a team running an exceptional teen program, helping out where needed or instructed

Qualifications

- Bachelor's Degree in a related field (i.e., Education, Social Work, Business Management)
- Ability to move, motivate and inspire youth as a person to whom teens radiate
- Expertise in Positive Youth Development with experience developing service learning initiatives
- Maintains a broad and deep inventory of readily accessible leadership activities for impromptu use
- Team-management and business management skills
- Excellent organizational and verbal and written communication skills
- Career coaching and group facilitation experience
- Bilingual – fluent in both English and Spanish – an asset
- Must pass criminal background check
- COVID-19 vaccination required, or willingness to get vaccinated, due to interaction with youth

Hours: 32 hours/week; M, T, W, F: 1:00-7:00pm; Th: 1:00-9:00pm; Summer hours 10:30am – 4:30pm

Compensation Range: \$22-25/hour (45 wks/yr) based on qualifications, plus an excellent benefits package

Position to be filled immediately. To apply, please send resume and cover letter promptly to Laura Keefe, YELLS Executive Director at jobs@YELLSinc.org. For more info, visit www.YELLSinc.org.