

Program Manager Job Description

The Program Manager is responsible for all elements of their program. These include but are not limited to: creating plans including intergenerational activities, maintaining the environment with appropriate materials. Program Managers are responsible for supervising the volunteers and interns in their class including the training of their staff to act in their absence as the classroom lead (if applicable).

Key Roles & Responsibilities

- Plan, implement, evaluate and supervise an educational program for students, including the production of weekly lesson plans with intergenerational activities.
- Develop and implement lesson plans that ensure the attainment of course learning objective
- Establish and maintain a classroom environment that motivates nurtures and prepares the students for the next step in the educational process.
- Maintain and enforce classroom rules that dictate behavior expectations for the children.
- Engage in effective and appropriate classroom management;
- Provide accurate and timely collection and entry of student attendance, class progress and disciplinary actions, if needed
- Provide ongoing assessment of individual learner progress and adapt curriculum and lesson plans according to the needs of the learners

Required Knowledge, Skills & Qualifications:

- Considerable knowledge of: the mission, objectives, policies, programs and procedures of non-profit organizations; of the principles and practices of non-profit organizations
- Strong written and oral communication skills; Strong public speaking ability
- Ability to interact effectively and professionally with participants, families and other available resources.
- Self-motivated and detail-oriented
- Ability to take initiative and problem solve.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Work experience in an educational or training institute, highly desired
- Skills or experience relevant to the particular training division, preferred
- Ability to interact effectively in a multicultural setting
- Spanish speaking skills a plus.
- High School Diploma; Bachelor's Degree highly preferred
- Two years of relevant experience; three years preferred