

Right Moves for Youth Job Description

Title: Program Specialist I
Position Type: Full time
Location: Charlotte, NC
Reports to: Program Manager

The mission of Right Moves For Youth (RMFY) is to provide the resources and guidance to help students graduate high school with a plan for their future success. RMFY offers school-based student support and youth development programs in collaboration with Charlotte-Mecklenburg Schools, the Charlotte-Mecklenburg Police Department, the Mecklenburg County Sheriff's Office, and other community partners to help students in grades 6-12 understand the importance of graduating and the positive impact of having a high school diploma on their lives. Staff and volunteers work with students to help them learn and practice new skills, give and receive peer support, develop positive relationships with adult mentors, find new meaning in succeeding in school and cultivate a sense of personal leadership and civic duty.

Position Summary:

The Program Specialist position will assume responsibility for direct support to the program, on-site activities, and administrative duties, including the planning, implementation, and management of new activities and programs. The Program Specialist will report to the Program Manager and will work in collaboration with the Program Leadership Team to ensure the programmatic success of RMFY.

Essential Functions:

- Serve as primary liaison between RMFY and assigned school-based sites, working to assess student/school needs, monitor progress toward established goals and successfully deal with obstacles to program success.
- Distribute and collect forms related to efficient site operations including but not limited to site agreements and volunteer forms.
- Work with Program Leadership to capture pertinent volunteer data and documentation and ensure proper support of volunteers.
- Work as a member of the Program Team to ensure consistent, high-quality program delivery and accomplish individual and organizational program goals and outcomes.
- Maintain strong, working knowledge and facilitate weekly student group meetings at assigned school-based sites, especially using curriculum activities and discussions to build community and challenge students to make the most of their group experience.
- Prepare group meeting materials to ensure effective program delivery.
- Maintain accurate and timely records of attendance, session notes, and evaluation forms and provide timely reports to RMFY Leadership as requested.
- Maintain a strong working relationship with volunteers, including providing support, guidance, and clear communication of agency activities and community resources.
- Address minor disciplinary problems as needed with individual students and bring larger problems to the attention of school staff/administration and RMFY Program Leadership.
- Work with the Program Team to address any issues or complaints within 24 hours.
- Participate in RMFY marketing and development efforts as necessary.
- Other duties as assigned by the Executive Director or Program Director.

Qualifications:

Education:

- Bachelor's Degree in psychology, human services, education, counseling, social work, or related field.

Experience:

- Minimum of three years of working with at-risk youth in an urban environment.
- Experience cultivating and working with a high-performance, collaborative, and constructive team.

Additional Requirements:

- A strong skillset in developing mentoring relationships with middle and high school aged students.
- Ability to work collaboratively with law enforcement and the court system to serve vulnerable youth.
- Proficiency in using technology as a management reporting tool.
- Excellent verbal and written communication skills.
- Exceptional attention to detail and organization.
- Ability to work in a fast-paced environment.
- Personal qualities of integrity, dependability, credibility, and a passion for the mission of RMFY.
- Proven project management skills especially with managing complex, multi-faceted projects that resulted in measurable success.
- Must be detail-oriented with the ability to self-manage and prioritize work.
- Ability to work under pressure and meet deadlines.

Physical Demand and Work Environment:

The physical demands described here are representative of those that must be met by a Program Specialist to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to, stand, sit, talk, hear, and use hands and fingers to operate a computer.
- Ability to reach, stoop, kneel, and exert up to 25 lbs.
- This role routinely uses standard office equipment.
- This job may involve standing and/or walking for extended periods of time, climbing stairs, and walking up inclines or on uneven terrain.