

Young Adult Program Director Job Description Parker Street Ministries, Inc. (PSM)

POSITION TITLE: Young Adult Program Director

REPORTS TO: Director of Education & CEO

Purpose of Position: *PSM is a 501(c)3 nonprofit organization committed to Gospel-centered community development beginning in Lakeland, Florida's Parker Street neighborhood through four goal areas: Lifetime Learning, Desirable Neighborhood, Financial Capability, and Healthy Community. PSM's core values are: demonstrating humility by keeping God first, honoring truth of Scripture and truth in our relationships, being present with each other, affirming dignity of each person as made in the image of God, and committing to unity through healthy relationships.* The Young Adult Program Director will provide resourcing for individualized life plans in a structured, relevant way by managing programs for high schoolers and tracking them as college-aged young adults.

Time Required: Full-time, salaried position at \$52,000 to \$54,000, plus benefits. This is a FLSA exempt position and not eligible for overtime.

Job Responsibilities:

1. Manage students for year-round young adult educational programs
2. Manage, supervise, and mentor young adult program staff, interns, and volunteers
3. Communicate and partner with parents, schools, and outside agencies
4. Provide enrichment activities
5. Provide guidance for higher education and/or employment with emphasis on soft job skills
6. Manage curriculum, software environment, individualized tracks, and student evaluations
7. Create schedule and lesson plans
8. Responsible for daily upkeep of program area
9. Be aware of and commit to success of the PSM Strategic Plan and Annual Action Plan, implementing tasks that relate to position
10. Possess thorough working knowledge of all job descriptions and responsibilities of all employees and volunteers
11. Perform other duties as assigned

Job Requirements:

1. Age
 - 21 or older
2. Level of Education
 - Bachelor's degree in Education, Social Work, or related major preferred; current teaching certificate or social worker license preferred
3. Work Experience
 - Minimum of two years related experience
4. Seek to participate in approximately one Lakeland community organization as a PSM representative
5. Understand position's support of the mission and be able to articulate how the Gospel is active in this position

6. Ability to hold in confidence information gained in the performance of duties and overheard in the office environment
7. Personal Gifts and Skills
 - A profession of faith in Jesus Christ that is demonstrated through Christian growth, church membership, and relationships
 - Strong organizational, communication, and administrative skills, including Microsoft Office Suite proficiency
 - Ability to make connections, building bridges to and from the Parker Street neighborhood
 - Self-disciplined, self-starting work style, accustomed to operating without supervision or administrative support while capable of supervising and motivating others and working within a team
 - Effective verbal, written, and presentation skills
 - Flexibility and ability to adapt to new situations
 - Excellent follow through
 - Consistent and detail-oriented
 - Ever grateful, knowing God is our ultimate provider

Working Conditions:

1. The Young Adult Program Director is required to work a minimum of 40 hours including being on-site during hours of the Young Adult Program and present for staff meetings.
2. Weekend and before/after hour duties will be required.
3. Be present at major PSM events.
4. Some light to medium lifting is required, as well as prolonged periods of activity and sitting at a computer.

Performance Criteria: The Director of Education along with the CEO, based on this job description, will complete an annual written performance evaluation of the work of the Young Adult Program Director. This annual evaluation will be placed in the employee's personnel file. Reviews will be held after the first 30, 60, and 90 days of employment, with a formal written evaluation for the annual review. After the first year of employment, evaluations will be performed annually or more often as needed.

Vacation/Benefits: Health Insurance, retirement savings match, paid vacation time, and more are provided by PSM for full-time employees.

Additional:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- Individuals who cannot perform some of the requirements because they pose health or safety risks to themselves or other employees may be excluded from this position.
- This is a drug free workplace and all staff are subject to drug testing.
- Successful applicants must pass background checks.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Next Steps: Please send your resume with a cover letter to katie@psmlakeland.org.