



Teen Leadership Program Manager

Who We Are

Youth Enrichment Services Inc. (YES) is a \$1.8M non-profit corporation headquartered in Boston. YES's mission is to inspire youth through outdoor experiences and leadership opportunities that build confidence and prepare them to summit life's challenges. Founded in 1968, YES provides opportunities to develop confidence and leadership skills, as well as preparing for college and career opportunities through participation in outdoor activities such as skiing, snowboarding, rock climbing, biking, and track & field. Over 1,200 youths aged 7-18, participate in year-round programs: Operation Snowsports, Outdoor Adventure, and YES Academy with 150 adult volunteers to support the programs each year. Go to www.yeskids.org for more information about YES.

Position Overview

The Teen Leadership Program Manager oversees year-round YES programs involving high school participants, including Leadership Corps and teen employment/career development operations. The Teen Leadership Program Manager is supervised by the Director of Programs & Operations. This position will supervise team members providing direct service in the program, including Mass Promise Fellows. This position will focus on overseeing and strengthening Leadership Corps, College Preparation & Career Exploration, and community partnership while developing diverse outreach strategies for intentional recruitment within priority Boston neighborhoods. This is a key role that facilitates and supports the Leadership Corps program objectives of preparing teens with leadership skills, career exploration and life skills. The focus of this position is to create an intentional pipeline and pathway for success between entry level programming (YES core programs) and high impact teen leadership programs (Leadership Corps and teen employment).

Duties and Responsibilities

Program Management

- Responsible for leading the planning and logistics of year-round Leadership Corps programming
- Meet weekly with all program staff to review Leadership Corp schedule and calendar, expectations, and progress of skill development and program outcomes related to employment pathways and alternative opportunities
- Create and execute outreach and recruitment strategies with Teen Career Coordinator in YES's targeted neighborhoods (Dorchester, Mattapan, Roxbury and Jamaica Plain) that **align with YES' strategic goals** for all YES Academy programs and teen employment opportunities, including site visits to schools, open houses, neighborhood events, and other organizations that will strengthen partnerships
- Provide oversight for the hiring of youth staff, the majority (60%) of whom are current or former participants in YES Academy programming
- Guide Richard Williams Scholarship Committee through the candidate selection and award process and act as an ex-officio member of the committee
- Support the Teen Career Coordinator with experiential learning opportunities for teens in Leadership Corps, including mock interviews, network nights, and career forums

- Maintain program and database for all Leadership Corps Programs including attendance, volunteer hours, and training certificates
- Input all data for Leadership Corps participants such as demographics, survey results, etc., as well as outreach efforts for high school programs, into the database in a timely and accurate manner.
- Complete database audits and report issues to the Director of Programs & Operations
- Supervise Teen Career Coordinator to support teen employment and career development opportunities
- Lead alumni communication and engagement efforts with regular check-ins. Create an Alumni Database.
- Manage and track spending for Leadership Corps budgets
- Design curricula for Leadership Corps focused on College Preparation and skill-building focused on leadership development, community service, etc.
- Create and implement a targeted Spring Leadership Corps curricula and outreach & enrollment plan
- Coordinate opportunities for Leadership Corps teens to participate in sport and adventure-based activities and training

Facilitation and Supervision:

- Support the Teen Career Coordinator with mock interviews, networking nights, and community activities that involved Leadership Corps participants
- Develop job descriptions and for Teen Staff that reflect the goals and desired outcomes for the teen employment program. Set up a structured supervision process for high school teen staff.
- Support high school program staff with scheduling, facilitating, and attending college tours and maintaining partnerships with a variety of universities, colleges, and trade schools
- Oversee hiring process, annual request for proposal, and maintain relationship with Mass Promise Fellowship
- Supervise staff: Teen Career Coordinator, Mass Promise Fellows, and college interns
- Prepare and present reports as requested by Executive Director, Director of Programs & Operations, Development, and the Board of Directors that include updates on demographics, metrics, short and long-term program goals, and overall outcomes

Desired Qualifications

Ideal candidate should have prior experience managing direct service teams or programs with youth ages 13-18 in Boston's neighborhoods. Independence, initiative, creativity and excellent written and verbal communication skills are important.

- 3+ years' experience managing a team in education, youth or job-force development, or non-profit management
- College degree is required
- Proficiency on Microsoft Suite, experience in data management
- Willingness to participate in, learn and facilitate YES offered outdoor activities
- On-site, full-time flexible schedule that will include evenings and some weekends
- CPR/First Aid certified (or able to obtain certification within 45 days of hire date)

- MA Driver's license is required with the ability to drive a 12-passenger van
- CORI/SORI Background check will be administered

Desired Skills and Experience

- Prior professional experience supervising staff
- Experience building or adapting curriculum
- Strong understanding of student leadership development theory, youth voice and choice, and positive youth development practices
- A motivator, listener, and positive role for young people
- Excellent written and oral communication skills
- Prior experience working in Boston neighborhoods is preferred
- Have gender sensitivity and multi-cultural competency
- Understanding of 21st century skill building

This is a full-time, in-person, salaried position (40 hours/week) with benefits. The schedule includes required evenings, weekend and overnights. Salary is commensurate with qualifications and experience.

The above job description and qualifications are not meant to be all-inclusive. Additional responsibilities and qualifications may be added at any time by the employee's direct supervisor, the Director of Programs & Operations, or Executive Director.

YES strongly desires to attract a broad and diverse pool of candidates to apply, particularly candidates of color, female candidates, and/or candidates who represent the communities YES serves.

This is a full-time, on-site, in-person position (~40 hours/week with benefits). Applications will be accepted throughout April 2025 or until position is filled. Interested applicants should email a cover letter and resume to Kristin Taylor, Director of Programs & Operations, at ktaylor@yeskids.org and include "Application for Teen Leadership Program Manager" in the title.