**Youth Program Manager**

(Migration and Refugee Services)

**EEO Category**

2 - Professionals

**Openings**

1 (**Visible**) ***(0 Hired, 1 Remaining)***

**Reports To**

Director of MRS (**Visible**)

**Interviewing Managers**

Vetta Johnson

**Overview**

Catholic Charities of Louisville is an apostolate of the [Archdiocese of Louisville](https://www.archlou.org/) and member of [Catholic Charities USA](https://catholiccharitiesusa.org/). We provide service for people in need, advocate for justice in social structures, and call the entire Church and other people of good will to do the same.

Catholic Charities of Louisville is the social-service arm of the [**Archdiocese of Louisville.**](https://www.archlou.org/) We provide help and create hope for the poor and vulnerable through a wide range of programs, assisting clients of all races, backgrounds and beliefs. Our service area includes 24 counties throughout Central Kentucky.

Catholic Charities of Louisville was established in 1939 and incorporated as a 501(c)(3) human service organization in 1993. It is one of over 160 [**Catholic Charities USA**](https://catholiccharitiesusa.org/) social service agencies in the United States.

Catholic Charities of Louisville has established three core values to represent us as an organization and are a gauge for how we work with each other as well as our clients and partners. They are Welcome, Strengthen and Empower.

**Job Description**

**FULL TIME EXEMPT POSITION SALARY RANGE $40K-43K**

**GENERAL SUMMARY:**

The Youth Program Manager is a staff member of the Migration and Refugee Services Department, a department of Catholic Charities of Louisville, Inc. The position reports directly to the Director of Migration and Refugee Services. The Youth and Specialized Program Manager supervises the youth team and is expected to work in conjunction with the director to manage special programs and reports.

**ESSENTIAL DUTIES AND TASKS:**

1. Manages applications, service plans, and execution of youth and specialized programming.
2. Responsible for completing reports for all youth programming.
3. Supervises Youth Team, including Youth Coordinator, Youth Mentoring Coordinator, and works any additional staff added to the youth team.
4. Supervises additional staff members as required by new grant funding sources.
5. Coordinates with community members to improve service provision to youth clients
6. Attends youth related community partner meetings.
7. Actively participates in meetings and collaborative initiatives with JCPS.
8. Completes reports for Youth related programming.
9. Devises and implements curriculum for instruction of youth.
10. Manages case management services for youth and families as it relates to children, with an emphasis on access to education, and other youth focused programming.
11. Other related tasks as assigned by supervisor

**WORKING CONDITIONS:**

This work is performed in an office setting with moderate noise due to computers, printers, and people moving about.

**EFFORT:**

* Ability to accurately examine and analyze information
* Ability to sit, stand, walk, and sit for extended periods of time
* Ability to walk up and down stairs
* Specific vision abilities include close and distant vision
* Ability to communicate effectively verbally and in writing
* Ability to work under pressure

**MACHINES, TOOLS, EQUIPMENT:**

Computer, Printer, Calculator, Copy Machine, Fax Machine, Telephone Systems, Scanner and Shredder

**EDUCATION AND EXPERIENCE:**

Bachelor’s degree is required.

Preferred to have a minimum of three years’ experience supervising staff.

Reasonable accommodations may be made to those who are able to perform the essential duties of the job.

**SPECIALIZED SKILLS AND KNOWLEDGE**:

* Must be able to communicate verbally and in writing in an effective manner
* Must be people oriented and relate to varied ethnic populations
* Must be able to multi-task and be detail-oriented
* Must have proficient PC skills including Microsoft Word and Outlook
* Must be able to maintain the confidentiality of any information she/he encounters.

**Screening Requirements**

Criminal Background Check

**Benefits**

Medical Insurance, Life Insurance, Dental Insurance, Vision Insurance, Paid Vacation, Paid Sick Days, Paid Holidays, Short Term Disability, Long Term Disability, 401K/403b Plan

**Profile Type**

All Positions

**Candidate Cover Letter Required**

Yes

**Online Resume Builder Active**

Yes

Job Specific Questions edit help

* Are detail oriented and able to multi-task
* Are you able to maintain the confidentiality of information encountered
* Are you comfortable working with people from various ethnic backgrounds and cultures?
* Do you have a minimum of 3 years' of supervising experience

Requirements edit help

**Certification Required**

No

**Required Education**

BA or BS

Details edit help

**Compensation Option**

Salaried

**Minimum Salary**

$40,000.00

**Maximum Salary**

$43,000.00

**Minimum Bonus**

$0.00

**Maximum Bonus**

$0.00

**Average Hours Per Week**

35

**Eligible for Overtime**

No

**Eligible for Shift Differential**

No

**Relocation**

Is not required (**Not Visible**)

**Travel**

Is not required (**Not Visible**)

**Geographic Location**

Louisville

Kentucky

40212

United States of America

**Job Contact Information**

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United States of America

Shifts / Categories edit help

**Work Schedule**

1st Shift (**Visible**)

**Position Type**

Full-Time

**Job Categories**

Community/Social Services, Other Professionals/Managers, Non-Profit