

## **Everybody Wins! Vermont**

### **Program Manager Job Description**

The program manager is responsible for hiring, supporting, and supervising Everybody Wins! site coordinators in the daily and administrative functioning of their program sites, ensuring that program sites meet Everybody Wins! guidelines in accordance with national mentoring standards.

Specifically, s/he will:

- Review applications, and interview potential site coordinators.
- Make hiring decisions with the support of the executive director.
- Welcome, orient, and train new site coordinators
- Provide encouragement and support to site coordinators.
- Ensure that programs meet Everybody Wins! standards
- Track site data and provide data to the executive director.
- Support and attend program events.
- Assist in planning and implementing Everybody Wins! promotional events.
- Collaborate with other Everybody Wins! staff to develop systems and processes to support the smooth operation of Everybody Wins! program sites
- With the executive director, plan and lead statewide site coordinator meetings 3 times yearly; plan and implement regional coordinator meetings.
- With the program manager team, plan and execute training meetings for new coordinators.

### **Qualifications:**

- Experience working with children and adults
- Kind, clear, strengths-based interactions
- Strong written and verbal communication skills in diverse situations
- Able to adapt to different communications styles & needs
- Collaborative and team-first disposition
- Excellent judgment and problem-solving skills
- Flexibility to adjust to changes in schedule and program needs
- Enthusiastic about children's literature and mentoring
- Organized and computer literate: comfortable and knowledgeable in Microsoft Office Suite and Google Suite
- Knowledge of the mentoring field, or experience as an Everybody Wins! site coordinator, preferred but not essential

### **Position Logistics**

- 20 hours per week year-round. Flexible schedule to meet the needs of coordinators in their region.
- Requires regular travel to multiple Everybody Wins! sites
- Accrues 2 weeks annual PTO starting at date of hire; accrued PTO can be accessed after a 90-day trial period; PTO rate increases with longevity. 6 paid set and 4 floating holidays per year (.20 of regular work week).
- \$21 to \$23/hour starting wage depending on experience & qualifications