



**ROXBURY
YOUTH
PROGRAMS**

Position: Roxbury Youth Programs Manager

Start Date: TBD

Employment Type: Full-time - Exempt

Reports to: Director of Programs

Job Description

Roxbury Youth Programs (RYP) is seeking an experienced, energetic **Youth Programs Manager** to join the UU Urban Ministry's program staff. The Youth Programs Manager (YPM) will supervise all aspects of Roxbury Youth Programs which include youth leadership and community engagement programming, tutoring, alumni engagement, and a scholarship process. The YPM will lead the collaborative planning, implementation, and facilitation of the youth programs with the support of the Youth Program Coordinator and Director of Programs.

Organization

A 501(c)(3) nonprofit organization, the Unitarian Universalist Urban Ministry is based in the Roxbury neighborhood of Boston and focuses its programming in three areas: safe shelter and workforce development for survivors of domestic violence, academic enrichment for youth of color, and arts & humanities programming grounded in a social justice message that amplifies artists and historians of color in our neighborhood.

Our Mission: We work across race & place to dismantle racism & white supremacy culture and to advance racial, economic, & social justice. We envision a Greater Boston where all people live with freedom and dignity, and have equitable access to resources and opportunity to shape the present and the future.

Responsibilities Include:

Youth Supervision & Development

- Develop and implement goal-oriented curriculums to 15-25 young people during the academic year and 7-week summer session
- Provide 1-on-1 support to young people as needed
- Continue current pipeline programming vision for young people to engage with RYP over multiple years with support of Director of Programs
- Oversee program marketing, recruitment, and screening plan on a quarterly basis
- Prepare for and participate in regularly scheduled meetings with active participants
- Maintain accurate and timely youth records on Google Drive
- Refine program policies and guidelines as needed
- Support in development of RYP communication and messaging to community stakeholders

Program/Youth Evaluations & Alumni Cultivation

- Support and administer pre- and post- program evaluations



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- Actively participate in program-wide planning and evaluation
- Work with staff to implement recommended program enhancements
- Support the development of consistent alumni communication

Administration

- Provide facilitation or 1-on-1 feedback to RYP volunteers or interns
- Participate in monthly UUUM staff meetings, weekly RYP meetings and supervision with the Director of Programs
- Assist in other department and/or UUUM initiatives as required by Director of Programs

Professional Development

- Participate in ongoing professional development as requested

Ideal Candidate Description and Qualifications:

The ideal candidate will be self-motivated and passionate about creating dynamic, informative, and impactful curriculum for all youth participants. They have a demonstrated passion in education, art, social justice, and the contemporary issues affecting young people in Boston. The ideal candidate is patient, accountable, and empathetic, with an ability to adapt and respond to change.

Qualifications:

- 3+ years of direct experience developing curriculum and delivering programming to young people, preferably high school aged youth
- Demonstrated history of program success (i.e. youth persistence, recruitment/expansion, demonstrated impact)
- Any combination of education and training which demonstrates the ability to perform the responsibilities as described
- Experience developing curriculum around arts and/or social justice programming
- Demonstrates enthusiasm and a positive and inclusive attitude around young people
- Enjoys collaborative planning and curriculum development
- Understanding of positive youth development framework and non-profit management preferred
- Excellent written and oral communication skills
- Proficient knowledge of video conferencing tools (e.g., Zoom, Google Meet) and educational technology (i.e. Microsoft Office Suite, Google Suite)
- Demonstrated commitment to valuing diversity and contributing to an inclusive and culturally responsive workplace and learning environment
- Excellent interpersonal skills
- Strong organizational skills, careful attention to detail
- Experience and desire to work in a team setting
- Feel comfortable being seen as a leader and modeling for colleagues and youth



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- Experience working with BIPOC and immigrant youth and families (preferred)
- CPR/First Aid certified (preferred)

Compensation Range: \$60,000

Location: John Eliot Square, 10 Putnam Street, Roxbury, MA 02119

To Apply: Please email your resume and cover letter to Peter Tam at ptam@uum.org with the subject line "Roxbury Youth Programs Manager"