



PEOPLE'S EMERGENCY CENTER

Nurturing Families, Strengthening Neighborhoods, Driving Change.

Manager, Center for Parenting, Children and Youth Education

Department: Center for Parenting, Children and Youth Education

Classification: Exempt

Reports to: Director, Emergency & Transitional Housing

JOB DESCRIPTION

Summary:

The Manager of the Center for Parenting, Children and Youth Education (CPCYE) is responsible for oversight of and quality assurance for the onsite programs provided to PEC residents. They include an afterschool program, summer camp and a variety of trauma-informed programs for families and youth residing in PEC's emergency & transitional housing. The manager provides supervision of staff, stays abreast of & incorporates emerging best practices in serving youth and families experiencing homelessness into programs, and ensures compliance with funding grants.

Essential Duties and Responsibilities:

Service Delivery

- Provide parenting, child care, and academic support & teen programming and summertime recreational activities to emergency, transitional and permanent housing residents
- Attend weekly multidisciplinary team meetings and provide input on adults, youth and children participating in education programs
- Oversee "Ages and Stages" questionnaire completion of child residents ages 4 months to 5 years of age
- Collaborate with colleagues or outside partners to develop new programs as needed
- Work with youth programs to enhance youth resiliency and coping skills as well as actions for independent living

Data and Contract Compliance

- Maintain contractual compliance with government & foundation grants including those with the School District of Philadelphia & United Way
- Ensure that program attendance & other measurable are shared with relevant departments
- Work with development staff to ensure program proposals & reports are completed in a timely fashion

Administrative

- Introduce and incorporate new activities and workshops into educational programming
- Train, develop and manage the performance of Infant Room Teacher, Children's Activities Coordinator, and Parent Family Educator
- Serve as the PEC liaison for the School District, CHOP's Homeless Health Initiative, and other community partners

- Ensure that all government or contract-mandated trainings are conducted for staff
- Participate in completing and executing the annual budget process

Competencies:

- Knowledge of trauma-informed practices
- Client/Customer Orientation
- Knowledge of youth resources and developmental needs
- Excellent Written & Communication Skills
- Efficient Organizing & Planning Capabilities
- Experience with supervision and performance management
- Comfortable working independently & as part of a team

Required Education and Experience:

- Bachelor's Degree in Education or Social Work
- Minimum of three years' experience in social services delivery and supervision
- Minimum of three years' experience in program development & oversight
- Proficiency with MS office programs: Word, Excel and Outlook

Preferred Education and Experience:

Master's in Education or Social Work

Additional Eligibility Qualifications:

Knowledge of the complexity of poverty and youth & family homelessness, behavioral health, trauma, substance abuse and the impact on individual and community health

Work Environment:

This job operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk, use hands and fingers to feel, handle, or operate objects or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds.

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.