



**Philadelphia Youth Basketball
Program Manager, Older-Youth Programs
Job Description
October 2021**

Organizational Overview

Philadelphia Youth Basketball, Inc. (PYB) was officially launched in June, 2015, with a mission to create transformative opportunities for thousands of young people, especially those from under-resourced families and communities, to reach their full potential as students, athletes, and positive leaders. A diverse and impassioned group of individuals, including leaders from the grass-roots to the tree-tops, have been working diligently to execute upon this mission by building an impactful program, a robust and sustainable organization, and ultimately a state-of-the-art youth basketball and education center to enable us to provide empowering experiences to many more children, youth, and families.

Primary Scope of Duties

Reporting to PYB's Director of Social Impact, the Older-Youth Program Manager will be responsible for:

- Day-to-day management and oversight for PYB programs that serve older-age youth (14+) – programs include I Am Because We Are, a High School Boys Clinic, and PYB's Junior Coach Model. Responsibilities to include:
 - Program planning: Designing project work plans, program budgets, and staff recruitment and training plan to ensure successful execution.
 - Program design: Develop or refine program models to anchor PYB's program delivery. Lead the effort to use research and data to inform model design.
 - In consultation with the Human Resources Manager, recruit, interview, and select well-qualified program staff to deliver each program.
 - Ensure that the program activities operate within the policies and procedures of the organization and adhere to any third-party partner requirements.
 - Ensure each program operates within budget.
 - Staff Training: Generate list of desired training topics and source related content as needed – partner with the Director of Social Impact for actual facilitation.
 - Bi-weekly written updates to program stakeholders
- Lead participant recruitment to ensure that all programs are fully enrolled and engaging older-youth that can benefit from PYB's program offerings.
 - Coordinate with referral partners, including the District Attorney's Office Diversion Program, PAAN, and the School District of Philadelphia
 - Identify and engage neighborhood-based referral sources that have existing relationships with potential participants and can help spread awareness of available PYB offerings.

- Collaborate with PYB's Program Coordinator on programs or initiatives that involve older youth and/or are components of a larger program such as Workforce Development and Youth Infusion / Leadership.
- Impact and Evaluation
 - Serve as a partner to the Impact and Evaluation Manager, assisting in the areas of off-court content development, measurement activities, and other one-time or ad-hoc items for older-youth programs as requested by the Director of Social Impact.

Desired Knowledge, Skills, and Dispositions

- Bachelor's degree in business, policy or humanities-related fields
- 3-5 years of relevant experience in public, nonprofit or corporate settings with at least three of them in a role directly engaging or managing older youth.
- Interest in sports-based youth development, social impact, and social change.
- Experience working with diverse communities
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Strong analytical and problem-solving skills
- Strong supervisory and leadership skills
- Computer literacy and well-developed technology skills
- Flexible workstyle with the ability to work in an open office environment
- Flexible schedule including some evenings and weekends

Compensation and Perks

This position will have a salary range of \$45,000 - \$50,000 commensurate with experience. There will be potential for a modest annual bonus and a double-digit percentage salary increase based upon individual job performance and organizational growth.

Company benefits include 401(k) deferred contribution plan, paid holidays, and paid time off. An employer provided retirement contribution will not be included. Health benefits are provided to salaried employees (not spouse or children) who do not have access to health coverage under the plan of a parent or guardian under the Affordable Care Act.

PYB prides itself on being a supportive workplace dedicated to employees' personal and professional growth through mentorship, feedback, professional development opportunities, stretch assignments, and access to staff and board meetings.

To Apply

Applicants should email a cover letter and resume by no later than **November 15, 2021**, to the attention of:

Philadelphia Youth Basketball
 Program and Human Resources Manager
klafferty@phillyyouthbasketball.org