



BOYS & GIRLS CLUB

**OF BURBANK AND GREATER
EAST VALLEY**

Title: Youth Prevention Program Manager

Education Level: College Degree or Equivalent Experience

Position: Full-time; 9 am – 6 pm

Travel Required: Yes

Reports to: Chief Impact Officer

Work Schedule: Monday – Friday; *some weekends required.*

Salary: 65k – 70k

Job Summary

The Youth Prevention Program Manager is responsible for the planning, coordination, and implementation of the Boys & Girls Club's youth prevention initiatives and grant-funded prevention programs. This position oversees prevention program deliverables, timelines, participation goals, program documentation, and coordination with Club staff and community partners to ensure programs are successfully implemented and grant requirements are met.

The Program Manager maintains an active caseload of youth participating in the Club's mentoring programs, providing consistent mentorship, goal setting, and individualized support. The position also supervises the Case Managers and coordinates mentoring caseloads and program responsibilities among staff and interns to ensure youth receive consistent services.

The Program Manager works closely with the Chief Impact Officer to provide updates on prevention initiatives, program outcomes, grant deliverables, and emerging needs while serving as the primary day-to-day lead for the Club's prevention work.

ESSENTIAL DUTIES

- Oversees the day-to-day planning, coordination, implementation, and tracking of the Club's prevention programs and grant-funded prevention initiatives.
- Develops and maintains program timelines, implementation schedules, and deliverable trackers to ensure grant requirements, participation goals, and deadlines are met.
- Coordinates prevention programming across Club sites and with community partners, schools, trainers, and other service providers.
- Maintains an active mentoring caseload and provides consistent mentorship to assigned youth.
- Supervises the Case Manager, including providing ongoing guidance, support, and accountability related to caseload management, documentation, participant engagement, and program responsibilities.
- Monitors participant enrollment, attendance, service delivery, program documentation, and other required data for prevention and mentoring grants.
- Supports grant reporting by maintaining accurate program records and providing timely updates, data, and documentation related to assigned prevention grants and deliverables.
- Plans and facilitates assigned prevention groups, family engagement events, workshops, and other prevention activities.
- Identifies and coordinates trainers, community partners, and other resources needed to fulfill prevention program deliverables.
- Conducts participant and family outreach through phone calls, meetings, and in-person engagement to support enrollment and continued participation.
- Provides regular updates to the Chief Impact Officer regarding program progress, upcoming deliverables, participation, challenges, and emerging needs.

- Participates in Club events, trainings, and other organizational activities as needed.
- Performs other related duties as assigned.

ROLE AND RESPONSIBILITIES:

- Identifies community resources and coordinates referrals for youth and families as appropriate.
- Participates in youth outreach and community engagement efforts related to prevention and mentoring programs.
- Monitors assigned prevention program budgets and coordinates the purchase of program supplies and materials in accordance with approved grant budgets and organizational procedures.

QUALIFICATIONS

- Bachelor's degree in Social Work, Psychology, Sociology, Human Services, Education, or a related field preferred; equivalent relevant experience may be considered.
- Minimum of three years of increasingly responsible experience working with youth, including experience serving high-risk or underserved youth populations.
- Experience coordinating youth programs, prevention initiatives, case management, mentoring, or other related services.
- Experience managing program timelines, deliverables, documentation, and multiple priorities.
- Previous experience supervising, leading, or providing guidance to staff, interns, or volunteers preferred.
- Bilingual applicants are strongly encouraged to apply.

Job Requirements

- Working knowledge of Boys & Girls Club programming.
- Must have a passion for serving and positively inspiring youth.
- Ability to work effectively with youth in a trauma-informed environment; training available to strengthen these skills.
- Excellent interpersonal skills and ability to work collaboratively as part of a team.
- Strong verbal and written communication skills.
- Ability to organize time effectively, manage multiple priorities, meet deadlines, and complete responsibilities with minimal supervision.
- Ability to maintain accurate records and handle confidential participant and program information.
- CPR/First Aid certification required.
- Must possess a valid driver's license and may be required to drive a Club van when needed.

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job the employee is frequently required to walk, sit, and stand; talk or hear; use hands to finger; handle or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and may be infrequently required to run. The employee must remain physically fit enough to keep children safe in an emergency.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Hand-eye coordination is necessary to perform certain duties. The noise level in the work environment can range from quiet to moderate in office settings to moderate and usually loud in recreation and play settings when children are present.

All employees working directly with children at all Boys & Girls Club of Burbank and Greater East Valley locations are required to work outdoors in various types of weather conditions.

The information presented indicates the general nature and level of work expected of employees in the classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, and objectives required of employees assigned to this job.

Employee Signature

Date

Chief Executive Officer Signature

Date