



Program Manager Job Description 2022-2023

About Oakland Leaf

Oakland Leaf was founded in 2001 by a collective of East Oakland educators intent on empowering youth voice. Since that time we have developed into a highly regarded youth development institution providing free programming to upwards of 1,000 youth annually.

Our Programming

- 1) Comprehensive after-school programs at schools across East Oakland that emphasize: arts and culture, health and wellness, empowerment and leadership, and having fun -- because youth deserve to be youth!
- 2) High school internships focused on gardening and youth development. This paid internship collaborates with our after-school programs to provide professional and leadership development opportunities.

Our Goal

Empower youth with the confidence to explore life with curiosity and excitement, advocate for themselves and their community, and catalyze change as leaders.

Our People

We are a collection of artists, athletes, activists, educators, life enthusiasts, and above all, passionate supporters of youth in our shared communities. If you possess the passion to make Oakland a more loving, just, and vibrant place, then Oakland Leaf might be the place for you to root in, rise up and branch out.

Summary of Position

The Program Manager provides overall management and supervision for one of the Oakland Leaf programs including supervision of staff, maintaining the program budget, ensuring implementation of policies and procedures, and coordinating operations of the specific program. This position reports to the Director of Programs.

Specific Duties & responsibilities

- Implement site specific program plans that reflects Oakland Leaf's vision, mission, values and needs of the community
- Establish high quality programming as determined by Oakland Leaf, Youth Program Quality Assessment (YPQA), OUSD, OFCY and other funders
- Responsible that program ensures compliance with guidelines requested by Oakland Leaf, Oakland Unified School District (OUSD) and California Department of Education (CDE)
- Consistently and accurately implement Oakland Leaf and School Site policies and procedures
- Facilitate and monitor day to day operations of the program, both in person and



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- through distance learning (if applicable)
- Staff management of program direct staff including observations, coaching, and developing; ability to discern accountability measures as it pertains to direct staff performance
- Maintain Systems of Operations as set by Oakland Leaf including program planning, staff management and financial procedures (i.e monthly program reports, expense reports, performance logs, etc.)
- Site Manager is visible and accessible to develop and maintain supportive partnerships with school site leadership, staff, families, community partners, any and all stakeholders
- Manage our contracted partners to ensure they are meeting Oakland Leaf expectations.
- Take part in district, school community and staff meetings to ensure alignment with after school and school day programs
- Facilitate site trainings to direct staff on a monthly basis
- Other duties determined by the Program Director to support the After-School Program and events

What you will bring:

Skills & Qualifications

- Passion for innovation and excellence in youth development and social and restorative justice
- Organizational, time management, and prioritization skills
- Ability to work independently, reliably, take initiative and problem solve
- Exceptional judgment, including a high level of discretion when handling confidential materials
- Excellent interpersonal and communication (written and oral) skills
- A strong work ethic, with a desire to go above and beyond standard expectations
- Strong attention to detail throughout all aspects of their work
- Continuous learner with ability to reflect on development with the lens of a growth mindset
- Ability to motivate, excite, encourage critical thinking and build community with youth and staff
- Work well in a team setting
- Behavior management and conflict resolution skills
- Ability to facilitate and hold space for difficult conversations with staff, families and stakeholders
- Ability to effectively and simultaneously manage multiple projects
- Provide TB clearance and background clearance from FBI and DOJ

Education & Experience

- Possess a Bachelor's Degree or higher



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- The ideal candidate will have experience as a manager or coordinator in youth programming
- Youth development experience is required and includes but not limited to classroom experience, academic mentorship, various roles at school sites, etc.

What we offer:

- Work with and learn from passionate, talented, and seasoned professionals.
- Comprehensive health benefits: medical, dental, and vision.
- Work/life balance
- The opportunity to make a difference in the lives of Oakland youth and families.

Working conditions/physical demands

- Normal office and school conditions
- Offsite meetings
- Required to work some nights for events
- Must be able to lift up to 25lb

Oakland Leaf is an equal opportunity employer and will not discriminate against any individual, employee, or application for employment on the basis of race, color, marital status, religion, age, sex, sexual orientation, national origin, handicap, or any other legally protected status recognized by federal, state, or local law