Position Title: Youth Program Manager
Grant: NYSDOH Comprehensive Adolescent Pregnancy Prevention (CAPP), Columbia County Youth Bureau (CCYB)
Reports to: VP for Education
Location: Albany Education Department; partially remote
FLSA Status: Full Time; Non-Exempt
Reviewed By: Human Resources

Summary of position:
CAPP is a NYSDOH comprehensive adolescent pregnancy prevention program aimed at reducing initial and subsequent teen pregnancy and sexually transmitted infection rates within New York State. The project will address adolescent health disparities through the implementation of evidence based educational programs, efforts to reduce barriers to teens wishing to access reproductive health services, positive youth development activities engaging local youth, and establishing a wide network of collaboration among youth serving community-based organizations, agencies and schools within our defined service areas.

The Youth Program Manager is fully responsible for the ongoing management of the Youth Health Promoter (YHP) Program as well as the ongoing facilitation of sexuality education programs and community outreach to a wide range of participants throughout the Upper Hudson Planned Parenthood service area. A key component will be the recruitment, training, and management of YHP team members and their program activities.

Essential Functions
1. Recruit, hire, train and supervise the Youth Health Promoters based out of the UHPP Albany and Hudson centers.
2. Work closely with Youth Media outreach specialist to coordinate the scheduling, promotion, and implementation of Youth Health Promoter activities. Which include but are not limited to virtual and in-person community-based education, as well as online and in-person outreach.
3. Coordinate and execute annual college tour for Youth Health Promoter team members.
4. Manage the ordering, inventory, and distribution of safe sex supplies for UHPP’s education department.
5. Facilitate educational programs on a wide range of sexual health topics including evidence based sexual health curricula to participants in schools, community-based organizations, and other venues as needed.
6. Assist with the arrangement, scheduling, and delivery of both virtual and in-person educational programs throughout the UHPP service area, with a specific emphasis on the UHPP CAPP service areas in Albany and Columbia Counties.
7. Compilation of all required data and evaluations as part of educational activities including: attendance records, program evaluations, as well as program and participant assessments.
8. Collaborate with education department staff and other professionals in the creation and implementation of internal and external educational curricula and activities as needed.
9. Assist with appropriate UHPP staff (both education and clinical) in the management and support of weekly Teen Clinic shifts. Including supervision of shifts and maintaining Teen Clinic participant and education data.
10. Increase community awareness of UHPP education efforts and services, as well as the Youth Health Promoter program through community outreach, online outreach, and networking opportunities.
11. Remain informed and educated on current on issues relating to sexuality education as well as current community trends and needs.
12. Continue to further develop skills through the participation in online webinar, in-person trainings and conferences.
13. Attend relevant agency and community meetings, as necessary.
14. Assist the VP for Education with preparation and monitoring of required NYSDOH goals, reports and budget.
15. Other duties as assigned by the VP for Education.

Qualifications
1. BA or BS in health education, social work or human services
2. At least two years of experience in the following: facilitation of sexual health programs, creation of educational program outlines and plans, and working with youth and adolescent population.
3. At least two years of experience providing oversite of youth programming and/or groups.
4. Educational or training experience with a diverse range of participants including, but not limited to school aged youth, special needs populations, adults, parents, and/or other professionals.
5. Functional knowledge of online platforms including Zoom, Google Classroom, and Microsoft Teams.
6. Familiarity with and experience providing evidence based sexual health interventions.
7. Excellent communication and organizational skills, with an emphasis on multi-tasking, data collection, and record keeping.
8. Excellent computer and technology-based skills especially as they relate to data collection, database maintenance, and the use of emerging technologies for educational activities.
9. Ability to establish and maintain rapport with community professionals, agency staff, parents, as well as teenagers/young people.
10. Team centered leadership style focused on discovering innovative ways to align department goals with the organization’s mission.

Travel and Schedule:
Transportation required for scheduled and unscheduled travel throughout the region. Flexible work schedule, include evenings and weekends when required. While performing the duties of this job, the employee will have to travel to other work locations at various times using personal transportation. The employee must have a valid driver’s license. The car must have a valid inspection, registration, and adequate insurance.

Knowledge, Skills and Abilities Required:
- Strong group facilitation and public speaking skills
- Strong interpersonal and communication (oral and written) skills
- Ability to prioritize and complete high-quality projects within established deadlines
- Ability to interact, work and communicate effectively with people from diverse backgrounds within a climate of mutual respect, inclusion, enrichment, and growth
- Good organization skills and attention to detail
- Ability to work effectively in remote and in-office settings
- Adaptability to various work/project styles
- Demonstrated leadership, goal setting and team building essential.
- Recognition of the need to empower young people to make informed choices about their reproductive health.
- Committed to positive youth development as well as department goals.
- Genuine commitment to and ability to articulate Planned Parenthood’s mission, vision, and values.
OTHER:

1. This job description is not intended to be all-inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or management.

2. Management reserves the right to change, assign or reassign job duties, hours, and locations as needed. This document is for management communication only and not intended to imply a written or implied contract of employment.

3. I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

4. I understand that UHPP is an “at-will” employer.

Employee Signature:_________________________ Date:___________________

Approved by:

Supervisor: _______________________________ Date:___________________

Human Resources:___________________________ Date:___________________