



Position Summary: Building with Books is seeking a passionate, experienced, creative, results-oriented, and professional supervisor with youth programming experience and strong management skills to lead and grow our Philadelphia region's programs.

Reports to: VP, US Programs
Salary: \$40K - \$45K based on experience
Type: Full-time – Experienced
Start Date: August 2008

I. PURPOSE

- **Direct Program Work:** In order to become familiar with our after school programs, the PA Program Supervisor will work directly with our youth development after-school program in two area high schools for a minimum of one school year. These programs use community service, fundraising for developing countries, and global education as their vehicle to youth empowerment.
- **Regional Management:** Oversee and support staff in running after-school youth development programs in 13 Philadelphia area high schools along with regional events.
- **Staff Supervision:** Directly manage 3 full time and 2 part-time Program Coordinators and support them in identifying strategic and effective methods of increase youth engagement through Building with Books' after school program. Recruit, hire, and train staff when necessary. Support staff in professional development through trainings and workshops.
- **Expansion:** Initiate and implement program expansion and growth in Philadelphia according to strategic plan.
- Work closely with five other Regional Program Supervisors and Program Managers to improve existing programming and develop and implement new program initiatives.
- Perform other tasks as assigned by VP, US Programs.

II. ESSENTIAL FUNCTIONS

- Supervise program operations at two BwB high schools.
- Oversee the program activities for all regional programs, including the core activities: service, sponsorship and global education.
- Supervise all regional program events: weekend and on-going service projects, Joint Service Projects, Program Summit, Year End Celebration, alumni engagement, and Youth Advisory Council.
- Organize and execute BwB service weeks at specific BwB High Schools, similar to Alternative Breaks.
- Supervise Program Coordinators and part-time staff in their efforts to recruit, motivate and retain BwB members to reach BwB program goals related to youth empowerment through service, sponsorship and global education.
- Monitor and submit monthly progress reports through *Key Performance Indicators* (KPIs) to VP U.S. Programs.
- Manage and track regional program budget.
- Manage annual evaluations and surveys.



III. PRIMARY (NECESSARY) QUALIFICATIONS

- The qualified candidate must be highly self-motivated and results-oriented, possess strong organizational skills and have considerable knowledge in the field of youth development.
- Strong communication, budgeting, project planning and team management skills required.
- Strong leadership, initiative, problem solving skills and creative ability necessary.
- 4+ years of full-time, post-Bachelors, relevant work experience required.
- The qualified candidate must demonstrate significant accomplishments as a manager, and must have a minimum of two years of management experience, preferably in the not-for-profit sector.
- The qualified candidate should have experience providing training and professional development for program staff.
- Consistent with BwB's core values and mission statement, he or she must have a passion and understanding of BwB's program focus.
- Ability to adapt to a flexible, fast-paced and dynamic work environment
- Have access to a car or willing to utilize public transportation for travel to schools and projects.
- Ability to work 2 Saturdays/ month

IV. SECONDARY (DESIRED) QUALIFICATIONS

- Experience managing volunteer, cultural, and/or youth development/leadership programs.
- Experience working in schools, classrooms, youth centers, or youth programs.
- Knowledge of the communities in which we work.
- Social Work, Teaching, and/or Community Organizing experience.

V. IF INTERESTED

- Please explore our website: www.buildingwithbooks.org
- Please submit a cover letter and resume to:
Abby Hurst, VP, US Programs
Email: ahurst@buildingwithbooks.org
- BwB is an equal opportunity employer.