



## FOR OAK CLIFF ROLE DESCRIPTION

### **About For Oak Cliff:**

For Oak Cliff provides culturally responsive programming to liberate South Oak Cliff from systemic oppression by creating a culture of education and improving social mobility and social capital. We accomplish our mission in partnership with our community through our four pillars: Education, Arts, Community Building, and Advocacy.

### **Role Summary:**

The Program Manager will provide a consistent presence and backbone support For Oak Cliff programs and other related events during and after school activities with youth and families. This role will require the significant capacity to build relationships with the FOC team and a range of stakeholders simultaneously, including and primarily with FOC Members and community guests living within the Superblock, while advocating for their needs from within the organization. This position will play a key role in ensuring For Oak Cliff continues to provide culturally responsive programming to liberate South Oak Cliff from systemic oppression by creating a culture of education and improving social mobility and social capital. For Oak Cliff's Program Manager is a consistent and welcoming partner to guests, members, and staff. They will oversee aspects of OST and Community Building programs, as well as the gym, theater, exercise center, pool, and gaming lab operations. This position will also help ensure that For Oak Cliff is a safe place of community, fun, and trust. The Program Manager should expect to work up to 30 hours a week between the Spring through the Summer.

### **Role Responsibilities:**

- Work with the FOC program team to identify programmatic needs to improve KPI outcomes across all four pillars: Education, Community Building, Advocacy, and Arts.
- Consider each member in relation to his/her cultural and socioeconomic background, treating each person with dignity and respect.
- Maintain constant engagement with everyone at FOC to create positive interpersonal relationships in a community-centered environment.
- Liaise with local business, schools and families to further develop resources, relationships and partnerships.
- Provide a safe and healthy environment for the children (if applicable pk-12) and families through constant visual supervision and knowing the number, names, and age of members in their assigned group at all times.
- Support FOC programming staff with designing, planning and executing programs and activities in alignment with grant compliance by present bi-weekly plan sheets.
- Conduct program KPIs capturing of daily attendance, story-telling, program/child assessments/surveys, and marketable content that can be shared with the FOC Marketing and Development department.
- Assists members/guests with the use of all FOC play spaces and activities.
- Market program-related events in a timely manner and ensure displays and calendars are up to date with recent and upcoming flyers.

- Aid in the set up/take down of programmatic events and the upkeep of facilities.
- Be aware of any promotions that may be available to guests and members and increase FOC membership and engagement.
- Adhere to all FOC safety and operation procedures while maintaining a positive culture of play.
- Act immediately and appropriately to ensure the safety of members in the event of an emergency.
- Attend staff meetings and agency training as required.

#### **50% - OST Program**

- Plan and support students with developmentally appropriate activities and experiences with a good balance between free choice and planned activities.
- Design and execute programs and activities related to reading, science, math, technology, gaming and eSports, athletics, mentorship, and more.
- Develop a full working knowledge of operating approved and current interactive tools, gaming equipment and software releases, and trends to bring the latest and greatest activities FOC.
- Create an inventory of all subscription/accounts codes and passwords related to programming.

#### **30% - Community Building**

- Experience in community organizing/coalition building.
- Assist with Todd Middle School Ambassador Program and the High School Teen Internship Program to improve the quality of life for our youth.
- Co-manage the Elisha Pease Field Days.
- Keep abreast of technical, legislative and professional developments, state and federal laws, that affect the community and student population.
- Plan and execute meetings to gather community input and feedback.
- Enforce facility rules and maintain safety and operations procedures at all times.

#### **20% - Early Childhood Education**

- Ensure all LENA and Grow With Me/Play With Me program materials and equipment are prepared for program activities and routinely inventory equipment for asset retention.
- Support the Director of OST with recruitment and retention, scheduling events, tracking attendance and other KPI data points, and the technical setup of LENA-related activities.

#### **Role Qualifications:**

##### **Required:**

- Alignment with our values of Courage, Liberation, Love, and Wisdom and mission statement.
- Passion for creating positive change in the Superblock.
- High school diploma or equivalent required.
- College degree or at least 4 years equivalent work experience.
- Expertise in developing and executing programs with youth and families.
- Ability to work independently and collaboratively to achieve program excellence.
- Must be able to pass a background screening in compliance with company policy.
- Excellent interpersonal and customer service skills.

##### **Special Requirements:**

- Ability to work varying shifts including long hours, after hours, and weekends when necessary.
- Transportation to attend meetings, events, and various functions as required.

- Ability to work off-site.
- Ability to work in fast paced environments.
- Perform other duties as necessary and assigned.

**Physical Requirements:**

- Required to perform moderate physical work and lift/carry up to 50lbs at a time.
- Exposed to all weather conditions when conducting outdoor activities if required.
- Subject to minor injuries when conducting and participating in sport activities.
- May require long periods of standing, walking, bending, twisting, reaching, squatting, carrying, dragging, holding, pulling, pushing, and lifting when setting up and conducting recreation programs or sports activities.

**Preferred:**

- Resident or native of the Superblock within our targeted 75216 zip code.
- Experience and comfort with technology platforms like Canva, Constant Contact, data entry with Client Case Management (CCM) platforms, Google Suite, virtual communications, and more.
- Experience with policy, advocacy, community organizing, and/or local politics and social change.
- Conflict resolution and/or peacekeeping experience.
- Bilingual is a plus but not required.
- Open to being on-call for FOC facility rentals.

**Supplemental Information**

- Occasional exposure to hostile program participants.

**To Apply –**

Email your resume to Courtney Thomas at [courtney.thomas@foroakcliff.org](mailto:courtney.thomas@foroakcliff.org)