



## **PROGRAM MANAGER JOB DESCRIPTION**

Program Manager (PM) provides direct supervision to the Resident Director (RD), and all Resident Assistants (RAs). The Program Manager provides support to the program administrators, professional staff, and student participants. In addition, the Program Manager plays a vital role in developing a positive, safe, and enriching program experience for all RDs, RAs and students.

### **Program Manager Minimum Qualifications:**

1. Currently a in the field of Education, Human Services, Rehabilitation Counseling, Vision Studies, or a related field.

### **The Program Manager Must Be:**

1. Committed to creating an inclusive environment where all students can reach their potential emotionally, socially, intellectually, physically, and culturally.
2. Willing to encourage the RD, RAs, and students to reach their highest potential while at the program.
3. Open to efficient and effective communication with the program administrators, RD, RAs, students, and staff.
4. Able to develop a genuine connection with program administrators, RD, RAs, and students while being empathetic and considerate of everyone's experiences.

### **Overview of Assignments, Responsibilities and Duties**

The following provides an overview of the types of duties, activities and responsibilities which are assigned to the Program Manager.

#### **Assignments:**

The assignments include, but are not limited to:

1. Responsible for programmatic decisions in the absence of the program administrators.
2. Collaborate and communicate with the program administrators to implement all Summer Academy daily operations.
3. Follow and implement all Summer Academy and facility policies and procedures.
4. Communicate with program administrators when there are disciplinary actions with students and residential staff (RD, RAs).
5. Manage and handle disciplinary actions with students and residential staff.
6. Supervise and ensure the safety of all students, especially overnight and during evening and weekend activities.
7. Manage decisions regarding any overnight emergencies and inform the program administrators.
8. Supervise the resident director and resident assistants.
9. Oversee up to 20 students.
10. Manage the scheduling of the RD, and RAs and ensure all staff are on or off duty as assigned.



11. Chaperone and supervise recreational activities.
12. Assist the professional staff with preparation, organization, and instruction of activities inside and/or outside of the classroom.
13. Oversee the residential staff and students during mealtimes.
14. Enforce the rules, regulations, and policies of facility housing, as well as information provided during staff orientation.
15. Attend scheduled training sessions and staff meetings.
16. Meet paperwork deadlines and/or other responsibilities as assigned by the program administrator including the contract, media releases and evidence of the required clearances.

### **Specific Responsibilities:**

1. Program manager must reside in the dormitory with the students. The program manager will be provided a private room.
2. Program manager will work the first shift everyday (approximately 6:00a.m. – 3:00p.m.) and will be “on call” overnight (approximately 11:00p.m. – 6:00a.m.)
3. Program manager will be required to be onsite during both their assigned shift and overnight “on call” hours.
4. Assist students with checking in and out of housing.
5. Keep accurate record of names, room assignments, activity sign-ups, and RD/RAs/students schedules.
6. Report any student illness, accident, or behavior problem to the Program Administrators in a timely manner.
7. Respond to emergencies as appropriate and inform the program administrators immediately.
8. Report cases of lost, damaged, or stolen property to the program administrators.
9. Communicate with the program administrators to plan and review and changes to activities.

### **Essential Duties:**

1. Ability to communicate clearly in person and/or in written format
2. Ability to relate to students and staff in a professional and productive manner
3. Ability to coordinate and implement planned activities
4. Ability to travel independently while performing all job duties
5. Ability to independently complete all assignments, responsibilities and duties listed above



### **Training:**

Program Manager will be required to participate in training sessions prior to the arrival of the students. Attendance at scheduled training days is mandatory for employment.

Training Areas Will Include:

- Program Overview
- Resident Assistant Roles and Responsibilities
- Information on working with individuals who are Blind and Visually Impaired

### **Period of Employment, Payment and Compensation**

Employment will require mandatory attendance at the RA training orientation days and the ability to work the full length of the program:

- Virtual Training Date: May 23<sup>rd</sup>, 2023, 12:30p.m. - 4:30p.m.
- Program Manager Arrival: June 22<sup>nd</sup> by 12:00p.m.
- Summer Academy Program: June 24<sup>th</sup> to June 30<sup>th</sup>, 2023

### **Pay Rate:**

- The Program Manager position will be paid a daily rate of \$250.
- Work will average 8-10 hours per day as well as "on call" hours.
- Any hours worked beyond the daily schedule due to programmatic needs will be paid at a rate of \$25 per hour.
- Daily work will vary based on the Summer Academy schedule.

### **Housing/Meals/Parking:**

Housing, meals, and parking are provided.

### **Payments:**

All employees will receive a paycheck via mail approximately 60 days from the end of the program.

### **Dismissal:**

If, in the judgment of the program administrators, the program manager is not meeting the job responsibilities as cited in this document, the person will be dismissed.

### **Application Process**

To apply, please visit: [2023 Summer Academy Employment Application](#)