



**JOB ANNOUNCEMENT**

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**POSITION INFORMATION**

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<b>Title:</b>	<b>Program Manager</b>	<b>Supervisor:</b>	Director of Youth Services
<b>Location:</b>	Martin Library & York City Schools	<b>Classification:</b>	Full-Time/Exempt
<b>Department:</b>	After School Program	<b>Hours:</b>	40 hours per week
<b>Schedule:</b>	Monday – Friday, 10:30 AM – 7:30 PM		

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**GENERAL DESCRIPTION**

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The Program Manager is responsible for the overall coordination of the After School Program, including staff and independent contractors.

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**EDUCATION & EXPERIENCE REQUIREMENTS**

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- Bachelor's Degree in Education or a related field.
- Minimum of two years of experience in an urban public school setting, preferably administrative experience.
- Minimum of two years of experience in a supervisory role.
- Bilingual Candidates Preferred.
- Current PA Child Abuse Clearance; PA Criminal History Check; FBI Fingerprint Based Record Check; and Mandated Reporter Training Certificate

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**GENERAL REQUIREMENTS**

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The Program Manager must have excellent communication skills and must be able to interact effectively with administrators, students, parents, and staff in a professional manner. The ideal candidate must have strong leadership skills, as well as excellent organizational and time management skills. The candidate must accurately gather and maintain student and program data, including budgets, while maintaining confidentiality.

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**PHYSICAL REQUIREMENTS**

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- Must be able to lift up to 30 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally.
- Must be able to push/pull carts weighing up to 120 pounds.
- Must be able to reach, lift, and stretch throughout the work day.
- Must be able to stand and/or walk up to four hours at a time.
- Must be able to sit for up to four hours at a time

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**DUTIES AND RESPONSIBILITIES**

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- Oversee the day-to-day operations of the After School Program, including directing the Site Coordinators at each program site.
- Serve as the liaison between school district administration and staff; After School Program staff; parents; students; and YCLS staff, addressing any questions or concerns in a professional manner.
- Responsible for the overall coordination of creative, active, educational, and meaningful programming for the Program.
- Supervise, evaluate, and train After School Program staff and volunteers.
- Facilitates staff development and plans staff meetings.
- Ensure a safe and friendly environment for the students and staff.
- Collect, analyze, and report data for the program.
- Organize regular staff meetings.
- Attend scheduled on-site and off-site meetings.
- Performs additional duties and special projects, as directed.

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**ADDITIONAL INFORMATION**

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Required Clearances:

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
    - <https://www.compass.state.pa.us/CWIS/Public/Home>
  - Pennsylvania Criminal History Record
    - <https://epatch.state.pa.us/>
  - Federal Criminal History Record
    - [https://www.pa.cogentid.com/index\\_dpwNew.htm](https://www.pa.cogentid.com/index_dpwNew.htm)
  - Mandated Reporter Training Certificate
    - <https://www.reportabusepa.pitt.edu>
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If this position matches your interests and qualifications, please visit [www.yorklibraries.org/apply](http://www.yorklibraries.org/apply) to complete an employment application.