



Department: Youth Enrichment (Before- & After-School and Summer)

Position: Program Manager

Employee Type: Full-time, Exempt

Hours: 40 hours per week/Monday thru Friday

Salary: \$50,000

Reports to: Executive Director

Position Overview

The Youth Enrichment Program Manager is responsible for the planning, coordination, implementation, and evaluation of LHOI's before-school, after-school, and summer youth programs serving students in grades K–5.

The hours for Before and After School:

- Before School: 7:30 a.m. - 9 a.m.
- After School: 3:30 - 6 p.m.

The hours for the Summer program are from 8 a.m. - 4 p.m.

This role ensures high-quality academic support, enrichment activities, and positive youth development in alignment with LHOI's mission to help youth thrive inside and outside the classroom.

In addition to daily program operations, the Program Manager plays a critical role in supporting the execution of LHOI's strategic priorities, managing the program budget, cultivating partnerships, and identifying funding opportunities that enhance program impact and sustainability.

Key Responsibilities

Program Planning & Implementation

- Design and implement daily program schedules that integrate academic support, life skills, social/emotional learning, arts exposure, STEM activities, and recreational opportunities.
- Ensure all activities meet safety, quality, and licensing requirements.

- Coordinate curriculum, lesson plans, and enrichment opportunities tailored to student needs and interests.
- Align program goals and activities with the organization's broader strategic plan.

Staff Supervision & Development

- Recruit, train, supervise, and evaluate program staff, interns, and volunteers.
- Provide ongoing coaching, professional development, and performance feedback.
- Ensure appropriate staff-to-student ratios are maintained at all times.

Student & Family and School Engagement

- Build strong, positive relationships with students, families, and Lincoln Heights Elementary School.
- Maintain regular communication with parents/guardians and teachers and principal regarding student progress, program updates, and upcoming events.
- Support family engagement initiatives and encourage active participation in LHOI activities.
- Develop and distribute a weekly newsletter to families and Lincoln Heights Elementary School during the school year and summer to share important program information, highlights, and opportunities.

Student Recruitment & Enrollment

- Lead efforts to recruit students for the before-school, after-school, and summer programs in collaboration with school partners and community networks.
- Develop and distribute outreach materials to families, schools, and partner organizations.
- Manage enrollment processes, including applications, waitlists, and orientation for new participants.
- Monitor attendance trends and support strategies to increase student retention and engagement.

Partnerships & Volunteer Recruitment

- Collaborate with community organizations, and partners to enhance program offerings.
- Coordinate all logistics for guest speakers, field trips, and/or special events.
- Manage program supplies, equipment, and technology and educational materials.
- Build and strengthen partnerships with local schools, universities, and companies to recruit volunteers for programs.

- Ensure proper onboarding, training, and scheduling of volunteers.
- Track and report volunteer hours, ensuring coverage across all program areas.
- Foster a positive volunteer experience to encourage long-term engagement and retention.

Program Administration

- Recruit and enroll students to meet program participation goals established by the Executive Director.
- Maintain accurate attendance, incident, and program records.
- Track and report program outcomes, including academic progress and social-emotional growth.
- Monitor and manage program budget in collaboration with the Executive Director.
- Ensure compliance with all organizational policies, funding requirements, and state licensing regulations.

Summer Camp

- Plan and execute the 8-week summer camp program, including daily operations, logistics, enrichment activities, and field trips.
- Lead the recruitment, hiring, and scheduling of summer camp staff.
- Design and facilitate staff onboarding and training sessions prior to the start of camp.
- Oversee registration, scheduling, and recruitment of campers to ensure enrollment meets the goal number set by the Executive Director.
- Manage the summer camp budget, ensuring all expenses are monitored, documented, and remain within approved limits.

And other duties as assigned.

Qualifications

- Bachelor's degree in education, youth development, social work, recreation management, or related field (or equivalent experience).
- Minimum 3 years of experience managing youth programs, preferably in an after-school or summer camp setting.
- Strong leadership, organizational, and problem-solving skills.
- Experience supervising staff and volunteers.
- Excellent communication and interpersonal skills.
- Ability to work effectively with diverse youth populations and their families.

- Knowledge of positive youth development principles, trauma-informed care, and culturally responsive programming.
- Proficiency with Microsoft Office, Google Workspace, and basic technology tools.
- CPR/First Aid certification (or willingness to obtain prior to start).

Work Schedule & Requirements

- Full-time schedule, typically Monday–Friday, with occasional evenings/weekends for special events.
- Hours during the school year will align with before-school and after-school program needs; summer hours will reflect camp operations.
- Must pass background checks and drug test

Benefits

- Health benefits including medical, dental, and vision coverage
- 403(b) retirement plan

About Lincoln Heights Outreach Incorporated

Lincoln Heights Outreach Incorporated (LHOI) is a nonprofit 501(c)3 organization located in the historic Village of Lincoln Heights and serving Lincoln Heights and surrounding communities. Established in 2012, we are committed to moving families towards self-sufficiency through our advocacy and outreach programs that cover a range of educational, human, and social services. Our mission is to empower families and individuals toward becoming self-sufficient through opportunities that impact their overall social, emotional, physical, mental, spiritual and economic well-being with the adjacent and surrounding neighborhoods in the city of Cincinnati and within Hamilton County Ohio.

<https://lincolnheightsoutreach.org/>

LHOI is an Equal Employment Opportunity Employer (EEOE). We are committed to creating an inclusive and diverse workplace where all employees are valued and treated with respect.

To apply: Email your cover letter and resume to lhoied@lhoicincy.net.