



**Cincinnati Youth Collaborative
Mentoring & Partnerships (MAP) Department
Youth Experiences Manager**

Background: CYC empowers young people to overcome obstacles and excel by providing a range of services designed to keep young people in school, prepared for college and career, and on the pathway to success. CYC is focused on helping students graduate from high school with a pathway towards further education, training and certifications, meaningful employment, or enlistment.

Position Title: Youth Experiences Manager

Department: Mentoring & Partnerships (MAP)

Reports to: Director of Mentoring & Partnerships

Direct Reports: None

Position Summary: Youth Experience Manager leads group mentoring programs in collaboration with corporate partners and community organizations to provide mentoring services to young people enrolled in existing CYC Supported Youth Services Programs.

Job Function: The Youth Experience Manager is responsible for the tactical implementation and oversight of CYC's corporate and community group mentorship programs. This role ensures all program activities, from mentor recruitment and training to mentee engagement and program evaluation, adhere to the highest standards of quality and effectiveness, specifically aligning with MENTOR National Effective Practices for Mentorship. The Manager will cultivate strong relationships with corporate partners, community organizations, and volunteer mentors to create impactful and sustainable group mentoring experiences that empowers youth participating in the group mentorship program. In addition, the Youth Experience Manager will assist the Director of Mentoring & Partnerships with Mentorship Consultation Services.

Specific Duties:

Program Execution:

- Implement program curriculum, activities, and resources specifically tailored to the needs and goals of group mentorship, considering varying age groups and corporate/community contexts.

- Stay current with best practices in youth development, group facilitation, and mentorship, integrating innovative and evidence-based approaches into CYC's programs.

Partnership & Relationship Management:

- Maintain strong relationships with corporate partners, community organizations, schools, and other stakeholders to identify needs, secure resources, and expand program reach.
- Ensure clear communication, effective collaboration, and consistent delivery of program expectations for corporate and community partners.

Group Mentorship Support & Engagement:

- Oversee the enrollment of corporate and community volunteer mentors, ensuring a diverse and qualified pool of individuals.
- Deliver comprehensive group mentoring programs for mentors and mentees, adhering to EEPM standards for mentor preparation, ongoing development, and support in a group setting.
- Implement effective recruitment and enrollment strategies for youth participants, focusing on accessibility, inclusivity, and alignment with program goals.
- Provide ongoing support, resources, and guidance to both mentors and mentees, facilitating positive group dynamics and meaningful relationship development.
- Address challenges or concerns within mentoring relationships proactively and professionally, providing appropriate interventions and support as needed.

Program Implementation & Oversight:

- Manage the day-to-day operations of all corporate and community group mentorship programs, including scheduling, logistics, and resource allocation.
- Ensure all program activities are conducted in a safe, supportive, and engaging environment for young people and mentors.
- Implement efficient systems for program tracking, data collection, and recordkeeping; providing accurate and confidential participant information.
- Manage program budget, ensuring cost-effective operations and responsible stewardship of resources.
- Secure and confirm venues and food for the program events
- Coordinate transportation logistics including working with vendors and staff and volunteers to chaperone students being transported
- Ensure adequate materials & supplies needed for each programming event are provided and delivered to each venue per programming needs (agendas, name cards, tablecloths, microphones, center pieces, etc.)
- Coordinate with vendor liaison on all details including parking and special information to be shared with staff, mentors and mentees.

Evaluation & Continuous Improvement:

- Implementing a robust evaluation strategy to measure program effectiveness, outcomes for youth, and mentor satisfaction, aligning with EEPM standards for program evaluation.

- Report program data to the Director of Mentoring & Partnerships to identify strengths, areas for improvement, and emerging trends.
- Supply data for program impact and progress for internal stakeholders, funders, and partners.
- Utilize evaluation findings to inform program adjustments and ensure continuous quality improvement.

Leadership & Team Collaboration:

- Collaborate effectively with other CYC departments and staff to ensure seamless integration of group mentorship programs within the broader organizational mission.
- Represent CYC at community events, conferences, and meetings, advocating for the importance of quality youth mentorship.

General

- Attend assigned meetings and consult with immediate supervisor regularly.
- Attend CYC sponsored/required training and in-service sessions as scheduled.
- Keep apprised of best practices related to the mentoring field.
- Adhere to professional standards of confidentiality.
- Attend all mandatory CYC staff meetings and events.
- Perform other duties as necessary.

Knowledge, Skills and Experience:

- Bachelor's Degree (or equivalent combination of education and experience) in social services, mentoring or youth related programs; experience working with at-risk youth.
- Experience with mentoring programs preferred.
- Human relations, leadership, communication, and program management experience.
- Proven success in working with diverse populations (students, parents, volunteers, school staff, corporate representatives) in various settings, including those from low-income and/or urban backgrounds.
- Strong background with Microsoft Office Suite, Outlook and other applications.

Physical and Mental Demands:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation will be provided for individuals with a disability. Employee is:

- Able to remain in a stable position for extended periods of time.
- Able to move around the environment to access necessary materials and/or equipment.

- Digital dexterity and hand/eye coordination in performance of tasks.
- Able to speak and hear.
- Able to lift and move up to 10 pounds and occasionally lift and move up to 25 pounds.
- Able to use hands to finger, handle or feel, and reach with hands and arms.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Able to compare, decide, problem solve, analyze, instruct and interpret.
- Upon request, necessary adjustments or adaptations may be made to allow individuals to participate fully in activities or perform their job effectively.

Starting Salary Range:

\$50,000 - \$57,000

Email resume for consideration:

Hr@cycyouth.org

CYC is an Equal Opportunity Employer