



POSITION: Program Manager

ORGANIZATION MISSION: The Pebble Tossers' mission is to equip and empower youth to lead through service.

Pebble Tossers is dedicated to nurturing young people's potential and guiding them toward a future of leadership and empathy. Service is the core of who we are. We embody servant leadership by putting the needs of our youth and community first, creating a positive ripple effect of giving.

The Program Manager takes a leadership role and is part of a dynamic team working to advance Pebble Tossers' mission for youth development through service. A key position for the organization and a strategic partner to the Executive Director. A uniquely gifted person who can multi-task while being an innovative, creative advisor on programmatic decisions.

RESPONSIBILITIES

Program Management + Delivery

- Oversight, creation, implementation, delivery, and evaluation of Pebble Tossers youth development programming, including weekly service projects, workshops, Teen Leadership Program, service-related resources, school and community presentations, and all other programming;
- Compile, maintain, and report on the monthly, quarterly, and annual programming metrics, outcomes, and outputs;
- Analyze program trends, identify issues, and develop solutions;
- Co-create annual plans and budgets;
- Train and coach contract staff and volunteer leaders on engaging youth volunteers and implementing curricula;
- Track and measure the level of engagement over time and design strategy for improvement;
- Work with Community Engagement Coordinator on maintaining projects in the volunteer management portal;
- Work with Marketing Team on communications related to program features and events to ensure fresh content.

Community Outreach

- Outreach to engage schools, civic & faith-based organizations to build relationships to expand offerings of fee-based programming;
- Outreach to deepen relationships with nonprofit partners and build opportunities for future programming;
- Work with Community Development Coordinator to engage corporations and develop corporate days of service;
- Outreach to diverse demographic areas to ensure all-inclusive representation;

QUALIFICATIONS

- Bachelor's or Master's degree in nonprofit management, education, sociology, or related fields preferred;
- Highly collaborative style; experience developing and implementing innovative programmatic strategies;
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, and program participants, and demonstrates a culture of diversity, equity, and inclusion;
- Excellent writing/editing, verbal communication, and presentation skills are mandatory;
- Proficiency in logic models and reporting outcomes and outputs is a plus;
- Experience with social-emotional learning (SEL), positive psychology, and social justice components of youth programming;
- Forward-thinking concerning Inclusion, Diversity, Equity, and Access (IDEA);
- Self-starter, able to work independently and show initiative; enjoys creating and implementing new concepts;
- Proficiency in Google Drive, Office, Word, Excel, and PowerPoint; working knowledge of CRM systems;
- Physical Requirements: Ability to carry 35 pounds, which may involve carrying service project materials, including

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- signs, presentation materials, wheelbarrow, supplies, and other equipment as needed per project;
- Pre-employment background checks are conducted on final candidates.

EMPLOYMENT STATUS: Full-time, 40 hours/week, contractor status. 60-day evaluation with Executive Director after hire date, and potential for a full-time salaried position. The position is hybrid, with virtual and in-person meetings and some weekend and evening requirements. \$22-25/hour, depending on experience and education.

Pebble Tossers profoundly embraces diversity and equal opportunity. We are committed to building a team and community that represent a variety of backgrounds, perspectives, skills, and abilities. The more inclusive we are, the better our work will be.

Please email cover letter, resume, and two employment references to Jennifer Guynn - jguynn@pebbletossers.org.