OPERATION FRESH START

POSITION DESCRIPTION

POSITION: OPTIONS Program Manager

REPORTS TO: Deputy Director

ORGANIZATION/PROGRAM DESCRIPTION:

Our Vision: All youth ages 16-24 are assets in our community.

Our Mission: Operation Fresh Start provides disconnected youth a path to self-sufficiency.

Operation Fresh Start (OFS) provides a path forward for disconnected youth in Dane County through education, mentoring, and employment training. OFS programs offer youth and young adults opportunities to gain meaningful, supported work experience, earn a high school diploma or occupational credential, and continue on to higher education and/or self-sustaining employment.

PURPOSE: Through direct service and collaborative programming this position provides assistance to young people, ages 18–24, who have not completed high school with the goal of helping them overcome individual barriers to their education. This position is comprised of managing two programming components:

Options: Through direct outreach engage, connect and counsel Dane County older youth that have left school without completing. This is case management and individual counseling of youth to help them choose their best path to completing high school and to successfully overcome barriers along the way.

Drive to Succeed: A program in collaboration with Madison Urban Ministries to engage youth ages 18–21 that attending school at Dane County jail in group mentoring and case management to assure they complete high school and complete OFS Drive program to earn a driver’s license.

HOURS: 40 hours per week

COMPENSATION AND BENEFITS: $40,000–$45,000 per year depending on qualifications and experience. Benefit package includes paid vacation, sick, personal, holiday, maternity/paternity time and insurance (health, dental, disability and life).

WORK ENVIRONMENT: The primary office of this position will be at Operation Fresh Start. This position may also meet with individuals in neighborhood settings, including libraries, community centers or social service agencies and the Dane County jail.

POSITION AVAILABLE: Immediately
RESPONSIBILITIES AND DUTIES

I. Direct Counseling to Youth - 60%

A. Outreach and Connection
   • Make personal contact with students who have completed four years of high school, but who did not earn enough credits to graduate.
   • Make personal contact with youth (18-24) who have dropped out of high school.
   • Make and maintain connections with community organizations, agencies, police and parole officers, social workers, counselors, etc. for the purpose of resource cultivation and referral relationships.
   • Maintain Options website for outreach and informational purposes.
   • Participate in Outreach Committee meetings and collaborate with Outreach Coordinator on occasional joint outreach efforts.

B. Development of Personal Success Plan for Youth and Case Management
   • Meet with other service providers for this population to develop an understanding of programs available and establish a referral system.
   • Maintain up-to-date information on credential granting programs in Madison.
   • Meet with youth to assess academic level and career goals.
   • Work with youth to determine potential barriers to success and develop individualized plans to overcome barriers.
   • Assist youth in developing a plan to complete high school and prepare for work or post-secondary education.
   • Directly assist youth on an ongoing basis as they implement their personal success plans.

II. Coordination of Drive to Succeed Programming (20%)

A. Coordination with partners including:
   • Madison Urban Ministries for
     (i) training and matching mentors
     (ii) establishing group mentoring times and program curriculum
   • Metro High School and MMSD for recruitment and screening of youth
   • United Way of Dane County and Dane County for developing successful mentoring characteristics within a community of process.

III. Data Management and Grant Reporting - 15%

A. Data Management
   • Maintain database with relevant data and information about contacts made with youth, including case management notes and outcomes.
   • Track and document data elements for Drive to Succeed participants.

B. Grant Reports
   • Submit accurate and timely progress/final reports to primary funding sources.
   • Assist as required in the data provision and writing of grants for the position.
IV. Other duties as assigned by Deputy Director- 5%

QUALIFICATIONS/ EXPERIENCE:
- Knowledge of the education system
- Strong interpersonal skills, including comfort working with young people from a wide range of cultural backgrounds
- Strong written communication skills
- Program Management experience ideally in a nonprofit setting
- Excellent organizational skills
- Experience with data collection and reporting
- Ability to work independently
- Valid Wisconsin driver’s license
- Teaching license or former experience teaching older youth preferred but not required

OFS conducts several background checks prior to employment. Criminal background does not necessarily preclude employment at Operation Fresh Start.

RESUME AND COVER LETTER REQUIRED
Please send resume and cover letter (limit 2 pages) describing your relevant experience.

SUBMIT TO:
Operation Fresh Start
Attention: Melinda Gleason
2670 Milwaukee Street
Madison, WI 53704
MGleason@operationfreshstart.org
608-244-4721

Operation Fresh Start is an affirmative action/equal opportunity employer
Women and minorities are encouraged to apply