



of Metropolitan Dallas

**Position Title:** Campus Manager

**Category/FLSA Status:** Full-time, Exempt

**Supervisor:** VP of Program Services

**Direct Reports:** Program Facilitators

### **Position Summary**

The Campus Manager will develop strong foundational knowledge of all program operations within the assigned site and will focus on leadership and management of that location, ensuring fidelity to the Girls Inc. Experience and adherence to program budgets. The Campus Manager will supervise Program Facilitators within the assigned campus and serve as the liaison for external partners and volunteers. The Campus Manager ensures the entire site team delivers high-quality, age-appropriate programs for girls, including a combination of educational, physical, and social activities.

### **Primary Responsibilities and Duties**

#### **Program Implementation**

- Develop a campus recruitment plan in collaboration with the Director of Special Programs and Recruitment and ensure successful implementation of strategies by campus team
- Ensure enrollment targets are met and report enrollment metrics on a regular basis
- Utilize the Girls Inc. Experience to plan, facilitate, and supervise all programs and activities
- Monitor program implementation to ensure success; recommend program improvements
- Create a pro-girl learning environment that is safe, challenging, engaging, and age appropriate
- As a role model for youth, provide constructive feedback and mentorship to girls
- Create rules in collaboration with the youth and enforce them at all times; as needed, provide corrective action when rules are not followed
- Create positive relationships with parents & guardians by keeping them informed of upcoming events and programs and updates on their child's progress
- Coordinate with leadership team to staff special events and programs
- Ensure necessary program data is collected to support grant outcomes and impact; participate in site evaluation visits as related to grant requests
- Represent Girls Inc. at community events to build awareness of our work
- Keep abreast of trends in youth development, specifically girls' & women's issues, to strengthen knowledge and support programming efforts

#### **Management and Supervision**

- Guide and monitor staff and volunteer performance by conducting weekly staff meetings to address issues and concerns and maintain positive collaboration amongst the team
- Conduct training sessions to develop and retain high-performing team members, empowering them to elevate their level of responsibility
- Provide regular feedback and conduct performance appraisals to develop, guide, and support staff in achieving success in their job function and ensure employee objectives are met
- Maintain staff records to ensure accurate record-keeping and limit liability to the organization

**Administrative**

- Monitor spending and adherence to campus budgets to ensure consistency and accuracy
- Collect and track program fees
- Submit reports related to events, activities, or programs as requested; submit and maintain required internal agency documents
- Maintain inventory of program supplies, and requisition supplies in a timely manner
- Maintain all attendance records for participants and volunteers according to schedule
- Input and ensure completion of participant data in Trax8 database
- Monitor facilities, equipment, and vehicles for proper functionality and safety
- Ensure compliance of all safety and program standards

**Other duties as assigned by VP of Program Services****Proficiencies**

- Microsoft Office programs

**Requirements**

- Must be at least 21 years of age with a valid Texas Driver's License and safe driving record

**Qualifications / Skills**

Bachelor's Degree; or five + years of experience working with youth in a learning / teaching environment. Program management and leadership experience. Excellent verbal and written communication skills. Ability to work with individuals of all ages, socio-economic groups, education levels, races, and ethnicities. Must be a good role model and have the ability to motivate and set a positive example at all times. Must be able to handle a variety of constituencies, manage multiple tasks simultaneously, and thrive in a complex environment with multiple priorities.

**Additional Preferred Qualifications**

- Bilingual in Spanish
- Advanced graduate degree

**Physical Requirements**

This position requires the ability to operate phones, computers, and other office equipment, and physical ability to perform light lifting. Employee must be able to communicate effectively with program participants. Work is performed in an office or classroom setting. Employee may be required to travel to various locations throughout Dallas County. Employee must also be able to sit or stand for up to four hours at a time. Generally, the working conditions have little or no exposure to extremes.

**Equal Employment Opportunity**

Girls Inc. of Metropolitan Dallas provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. The agency complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

Please send cover letter, resume, and salary requirements with subject line: CAMPUS MANAGER to [careers@girlsincdallas.org](mailto:careers@girlsincdallas.org). No phone calls, please.