



Guiding youth to lead healthy and safe lives.

Position: Manager of Program Quality & TrustED Adult Coordinator (Exempt Position)

Brief Description:

LifeSmart Youth provides high-quality, culturally responsive, and inclusive, medically accurate reproductive health education and healthy relationships programming in school- and community-based settings – and we’re looking to expand our team of Adolescent Health Educators!

Our commitment to Diversity, Equity, and Inclusion

LifeSmart Youth is committed to providing an environment where all stakeholders - whatever their gender, race, ethnicity, national origin, age, sexual orientation, socioeconomics, or disability receives fair, just and equitable treatment. Our approach is nondiscriminatory, and we provide equal opportunity for involvement and advancement in all aspects of our organization. As a trusted provider of school-based education, we are committed to providing a culturally responsive education that empowers youth to live healthy and safe lives.

Adolescent Health Educators are responsible for creating safe spaces for youth to ask tough questions on sensitive topics and, help youth gain skills to navigate peer pressure and to make safe and healthy decisions. If you’d like to work with youth ages 9-15 providing high-impact programming state-wide (read: no typical day!), all while decreasing incidence of teen dating violence, teen pregnancy, STDs, and HIV, this may be the job for you! We welcome all applicants.

This is a full-time position with a starting salary in the low 50’s, including with health, dental, vision and life insurance, 9 Paid Holidays, PTO, retirement savings, cell phone stipend, and other benefits provided.

Qualifications: Bachelor’s Degree in Health Education, Public Health, K-12 Education, Social Work or a related field with a minimum of 2-years teaching experience or 3-years in relevant youth services. Must be able to pass Department of Child and Family Services (DCS) background checks. Must have access to reliable transportation, and appropriate car insurance.

Please submit resume and cover letter to:

Minette Kamara, Director of Programs and Evaluation, mkamara@lifesmartyouth.org

Core Responsibilities

Accountability: Report to Director of Programs and Evaluation

HEALTH EDUCATION (50%)

- Expert-level knowledge of all topics taught in LSY programs
- Facilitate reproductive health and healthy relationships programs in schools and other program sites to school-age youth in a professional, consistent, and engaging manner.
- Utilize facilitation and presentation skills to relate to students while maintaining integrity of the curricula.
- Provide adaptive programming that is responsive to students' physical and developmental needs.
- Respond to all student questions in the classroom or other community setting in a way that is aligned with agency standards and is both medically accurate and age appropriate. Defer questions to other adults when appropriate.
- Follow requirements of mandated reporters as required by the Department of Child Safety (DCS)
- Track and compile evaluation metrics which provide the agency a disciplined process of thinking and responding to improve entrenched and complex social problems.
- Possess ability to relate to students of various ages, genders, races, socio-economic backgrounds and sexual orientations, and tailor the message of the program appropriately.
- Travel statewide as needed for program delivery and/or other LifeSmart Youth duties (must have access to reliable transportation). Overnight hotel stays required periodically.

Curriculum Development Coordination (25%)

- Create and maintain curriculum development timeline
- Write curriculum updates with trauma-informed, diversity, equity and inclusion and student retention as priority
- Delegate curriculum tasks to education team with the input of DPE
- Pilot curriculum changes with mock trainings and input from classroom implementation
- Maintain a classroom observation schedule of all Health Educators to assure that curriculum is taught to fidelity and ensure youth an educational environment of equity & inclusion for all minoritized students.
- Deliver timely feedback and coaching to Health Educators
- Develop a training schedule for new and existing Health Educators on new programs or program changes
- Engage education team members in program development, adaptations, implementation, and evaluation, when relevant and as they are available
- Research best practices in health education programs related to LSY program areas

- Research innovative strategies to increase programs interactivity, student retention and engagement
- Maintain existing program documents and keep references up to date
- Administer and facilitate TrustED Adults™ programs, including outreach and Parent Portal content. Increase and maintain adult resources, meet with trusted adults as needed to promote programming and provide education related to LSY programs.
- Review and update Parent Portal annually, including completion of script revisions, audio recordings for video content updates and writing new scripts as necessary.

Program Evaluation (15%)

- Collect and record student, trusted adult and teacher evaluations in a timely manner.
- Assist program team with meeting funder requirements, including, but not limited to, submission of on-line reflection forms and all funder-specific evaluations tools.
- Track and compile evaluation metrics which provide the agency a disciplined way of thinking and acting to improve entrenched and complex social problems.
- Ensure all LSY programs are delivered to fidelity. Provide consistency and accuracy in program delivery.

Community Engagement (5%)

- Engage with current/potential community partners by participating in key community meetings as assigned to ensure LSY is at the table for important community efforts. Keep Director of Development informed of community meeting results, partner organizational updates, and potential program or funding partner ideas.

Administrative (5%)

- Submit accurate and completed timesheets, activity sheets, expense reports, program stories/testimonials by due dates.
- Communicate needs for materials/supplies to Director of Programs & Evaluation.
- Utilize technology for completion of required work assignments (e.g. email, databases, writing, timesheets, and reports).
- Co-develop Program team meeting agendas with the Director of Programs & Evaluations to assure that current and relevant topics are addressed with the Program team.
- Perform other duties as assigned by the Director of Programs and Evaluation.

Other Expectations

- Responsibility of respecting, embracing and upholding diversity, equity and inclusion of all staff and clients.
- Participate in professional development trainings, all-staff meetings, strategic LSY workgroups, program team meetings, and other events/activities related to the position.
- Assume responsibility for individual professional development.
- Strive to be well versed in issues relevant to work responsibilities.

- Strong professional presence that is demonstrated through respect, confidence, integrity, optimism, passion and empathy in accordance with LifeSmart Youth professional standards, guidelines and codes of ethics.
- Be a role model to the youth and families served by LSY.
- Support LSY advocacy efforts as needed.
- Offer solutions, ideas, and a positive attitude to help LSY thrive and be competitive as an employer and youth serving nonprofit agency.
- Promote and support marketing activities of LSY to advocate for the mission and programs.
- Publicly support and speak favorably of LSY, clients, staff, Board, partners, donors, etc. (including social media).
- Participate in and support LSY fundraising efforts (e.g., provide success stories, support at events, and promote donation solicitations to others).
- Contribute to LifeSmart Youth fundraising campaigns throughout the year.
- Support and attend LSY and non-LSY meetings outside of “normal” business hours.

Qualifications

Bachelor’s Degree in Health Education, Public Health, Education, Social Work or a related field with a minimum of three years teaching experience of youth and young adults, with curriculum development experience. Certified Health Education Specialist certification preferred. Must be able to pass Department of Child and Family Services (DCS) background checks. Must have valid Indiana Driver’s License, reliable transportation, and current car insurance.

Abilities

Manager of Program Quality and TrustED Adults Coordinator must have the ability to effectively manage k-12 classrooms; possess high-level cultural competency and conflict resolution skills; excellent oral and written communication skills; able to utilize technology to strengthen classroom experience; experience with Microsoft Office products. Must be an energetic self-starter who is able to function comfortably in a team environment or independently and relates well to co-workers and the public. This position requires flexibility and the ability to manage time and multiple tasks with little supervision. Must meet deadlines.

Confidentiality

LSY employees may have access to or be required, as part of the duties of this job, to view, use, and/or be aware of certain protected information or other facts about individuals that are of a highly personal and confidential nature. Employees must follow and adhere to all confidentiality and privacy policies and practices.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be interpreted as an exhaustive list of all responsibilities, duties, and skills required of personnel assigned to this position. Other duties may be assigned by the CEO or Director of Programs and Evaluation.