



Human Resources  
220 East Morris Avenue #200  
South Salt Lake City, UT 84115-3200  
Phone (801) 483-6028 Fax (801) 412-3276

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July 25, 2018

## **PUBLIC NOTICE**

The City of South Salt Lake is accepting applications for the following:

### **PROMISE PROGRAM MANAGER (PART-TIME)**

#### **POSITION SUMMARY**

The Program Manager must be 18+ years old, works under the direction of the Promise Center Coordinator. This position will work with youth from diverse backgrounds to make a lasting difference on their success and education, providing positive leadership and program structure for youth in the afterschool program.

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#### **ESSENTIAL RESPONSIBILITIES AND DUTIES**

1. Program Management
  - 1.1 Ensures alignment of program curriculums and activities with Promise SSL goals, grant goals, and annual goals
  - 1.2 Leads homework help and tutoring with youth
  - 1.3 Implements Prevention Curriculum (TGFV, PAAL, Positive Action, College and Career readiness, Service Learning) and other enrichment programs (STEM, Art, Recreation etc.)
2. Staff Supervision and Leadership
  - 2.1 Provides positive leadership to youth, staff, and volunteers
  - 2.2 Assists in staff scheduling and program structure
  - 2.3 Ensures staff adhere to their role and responsibilities
3. Data collection and reporting
  - 3.1 Completes daily and monthly reporting requirements
  - 3.2 Able to learn and work in the Social Solutions Efforts to Outcomes (ETO) web-based system
  - 3.3 Ensures monthly planning calendars are completed and implemented

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#### **MINIMUM QUALIFICATIONS**

##### **EDUCATION, EXPERIENCE AND CERTIFICATIONS**

- Graduation from high school or GED equivalent, or any equivalent combination of related education and experience.

##### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

1. Skills and techniques used in a community learning center programs.
2. Skills in First Aid and CPR; skills in word processing, spreadsheets, office machine usage and the operation of micro-computers.
3. Ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, and the general public.

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**PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

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**WAGE RANGE:** \$11.00 - \$13.00/hour

**HOURS:** Part-time / Grant-funded / 25 hours per week / Non-Exempt / Non-Benefitted

**CLOSING DATE:** Open Until Filled

**MUST COMPLETE CITY APPLICATION**

**Resumes submitted without application will not be considered.**

**Application available on website at [www.southsaltlakecity.com](http://www.southsaltlakecity.com)**

**Email to [HR@ssl.com](mailto:HR@ssl.com) and fax to**

**801-412-3276**

**or apply in person**

**CITY OF SOUTH SALT LAKE**

**220 EAST MORRIS AVENUE (2430 South)**

**2nd FLOOR**

**FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN AND BACKGROUND CHECK**

**EQUAL OPPORTUNITY EMPLOYER  
THIS ORGANIZATION USES E-VERIFY**