



**TITLE: Pakolea Program Manager**

Department: Recreation

FLSA Status: Non-Exempt

Reports To: Recreation Division Director

Supervises: None

*Our mission is to partner with those who have the greatest needs in our community, empowering them to enhance their well-being through education, health, and recreation.*

**YOU CAN MAKE A DIFFERENCE IN THE LIVES OF AT-RISK YOUTH THROUGH SPORTS!!**

Palama Settlement is seeking a Program Manager to oversee the Pakolea Program. Pakolea is a flagship program of Palama Settlement that utilizes sports participation as an incentive for academic and behavioral improvement and character development. The position is full-time, non-exempt, 40 hours a week and may include some evenings and weekends.

**Job Summary**

Under the supervision of the Recreation Division Director, the Pakolea Program Manager oversees the daily operations of the Pakolea program, and participates in all program related activities (i.e. parent and community relationships/networking, youth recruitment, community outreach, youth mentoring, volunteer coach recruitment/training, tutoring, planning of outings and excursions, development of innovative approaches to the use of sports to help shape the lives of at-risk youth, fundraising). The Pakolea Program Manager is a member of the Palama staff and collaborates to guide program participants to reach their best potential.

**Essential Duties:**

**Behavioral Management/Improvement**

- Continually assess the efficacy of existing behavioral assessment tools administered at the start and end of each season; develop/refine tools as needed.
- Mentor youth regarding appropriate behavior, socialization/communication, making safe and healthy lifestyle choices.
- Work with parents/guardians to address little or no improvement in youth behavior.
- Provide positive feedback as youth achieves success in any portion of the program.

**Academic Achievement/Improvement**

- Oversee and participate in the administration of pre/post-season academic assessment tools designed to track student improvement in grades.
- Consult and work with a student's parent/guardian and "home school" in the DOE system regarding the youth's academic progress and/or any academic concerns.
- Assist youth in the Palama Academic Center with school homework, program questions, etc.



- Develop academic and culturally competent activities for the Palama Academic Center, to serve as a complement to existing homework assignments.; maintain a structured and productive classroom environment.
- Provide team/sports coaches with consistent feedback regarding any youth who is not authorized to practice and/or play in a game based on inappropriate behaviors in the classroom and/or unacceptable level of participation in the Academic Center.

#### Athletic/Sports Development and Coordination

- Conduct outreach in the surrounding community and recruit age-eligible youth to participate in the various sports being offered.
- Recruit and mentor peer, adult and senior citizen volunteers for roles such as coaches, team aides, program assistants, and other needed support.
- Oversee the organization/coordination of Pakolea teams for participation in various youth sports leagues.
- Oversee the organizing and running of coach and parent meetings during the various seasons.
- Provide youth with opportunities to participate in sports and behavioral development and/or healthy lifestyle clinics/workshops/service-learning opportunities.
- Provide professional development/training opportunities for team coaches and parents.
- Coordinate with the Support Services Director regarding sports equipment, uniforms, and supplies.
- Coordinate fundraising events for the teams.
- Oversee and participate in compilation of statistics for the various sports.
- Oversee and participate in the coordination of team-related activities during, and at the end of each season.
- Provide consistent monitoring of on-field (practices and games) and off-field athlete and coaches/parents behaviors and interactions.

#### Administrative/Office Duties

- Oversee the maintenance of individual files on each youth registered with the Pakolea Program. Each file should contain registration forms, required documents and waivers, progress reports, assessment tools, incident reports, and other required and relevant documents. Ensure the safe upkeep of these records, with confidentiality and privacy.
- Attend the Recreation Division staff meetings, Program Coordinators' Meetings, and the Agency-wide staff meetings.
- Assist with the completion of incident reports on any Pakolea youth and submit to the Executive Director for review and action (as needed).



- Submit monthly reports to the Executive Director via the Program Administrator on program outputs such as program enrollment, attendance to practices and to the learning center; academic testing results, academic and behavioral progress and any statistics related to the youth's sports skill development; fundraising efforts, parent/coach meetings, challenges, incident reports and overall progress of the program.
- Submit monthly outcome reports to the Executive Director via the Program Administrator with respect to measurement tools, outcome measurements and discussion of discrepancies between outcome goals and actual achievements.
- Coordinate or recommend fundraising for youth incentive awards for different levels of success.

#### Mandated Reporter

- The law mandates that professionals and personnel of any public or private agency or institution, or other individuals providing social services and financial assistance are **required** to report suspected child and/or vulnerable adult abuse or neglect. As a Palama Settlement employee, you must report any suspected cases of abuse or neglect to your supervisor.

#### Supervision of staff and volunteers

- Oversee, supervise and mentor Pakolea Program Specialist and volunteers to ensure that the program objectives and goals are met.
- Address grievance and complaints with staff, volunteers, parents, league participants, etc. based on conflict resolution policies of the Agency.

#### Public Relations

- Assist the Agency with developing and distributing promotional material such as flyers, brochures/pamphlets, website, and updated newsletters regarding Pakolea Program activities and opportunities for youth and adult involvement.
- Represent the Palama Settlement responsibly and conduct oneself in a manner that positively projects the mission of the Agency and the work we do.

#### Other Duties

##### COVID-19 Related Information and Programming

- Keep abreast of COVID-19 related information, guidelines, proclamations, and mandates to ensure the safety of the participants, Palama staff, equipment, and facilities.
- Ensure Pakolea participants comply with Palama Settlement policies and procedures including temperature checks, answer of health questions for contact tracing, use of facial mask and/or face shield.
- Assist to ensure that equipment, and facilities are cleaned, and sanitized, and safe for the next user. This includes sanitizing equipment and surrounding areas, including desk-tops, chairs, etc.



### Facilities and Supplies

- Ensure that an inventory of cleaning supplies is kept in the areas of use by program participants. Submit a requisition for supplies as needed. Promptly report any maintenance or supply needs to the Program Administrator.
- Open and/or close facilities following proper security procedures as outlined in the Recreation Facilities checklist.
- Set up/break down equipment as needed for programs. Ensure that all equipment is safely stored in an organized manner. Complete equipment inventory checklist during the various shifts.
- Other duties as assigned.

### Minimum Qualification Requirements:

- Proficiency in Microsoft OS preferred especially Word, Excel, Publisher & Power Point.
- Degree from 4-year accredited college or university related to education, psychology/counseling, youth development, or equivalent of minimum 2 years of experience working with at-risk youth and adults at a sport and/or academic and behavioral modification/management program. Experience in community outreach and public speaking is desired.
- Licensed to drive an automobile in Hawaii, and access to an insured automobile. CPR/First Aid certifications desired.

### Additional Requirements

- Valid Hawaii's Driver's License
- Current CPR/First Aid certification (or ability to obtain certification within 6 months of hire date)
- Criminal background clearance: (Hawaii Criminal Justice Data Center, National Sex Offender Public Registry, National Criminal History Database)

Job Type: Full-time

Pay: \$18.00 - \$21.00 per hour

Generous benefit package, including 100% health insurance premium coverage for employee; 401(k) plan; and vacation, sick and holidays leave.