

Incumbent: Open

Youth Program Manager



## **JOB DESCRIPTION**

### **DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**

<b>Job Description Title:</b> Program Manager	<b>Department/Program:</b> Workforce Innovation and Opportunity Act, Youth Employment and Training Programs, Alternative Education, Harmony House, Youth Homeless Demonstration Project
<b>Reports To (Title):</b> Branch Operations Director	<b>FLSA Status:</b> Exempt
<b>Supervisory Position:</b> Yes	<b>Position Status:</b> Full-time
<b>Prepared By:</b> Human Resources	<b>Revision Date:</b> July 2026

### **JOB SUMMARY**

Under the supervision of the Branch Operations Director and in accordance with the direction and mission of District 7 HRDC, the Program Manager is responsible for overseeing the Youth Programs, which include the Harmony House Transitional Living Program, and the Workforce Investment Act (W.I.A.) Employment and Training Program, Youth Employment & Training Program(YEP), GED Preparation Program and the Youth Homeless Demonstration Project. This also includes the Summer Youth Program, as funding is available. The incumbent will be responsible for ensuring that all state and federal guidelines, and grant and contract requirements are met; assisting staff to perform their jobs effectively; and act as a liaison between staff and other related agencies.

### **MISSION OF THE ORGANIZATION**

Through its mission, HRDC-7 empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC-7 activities focus on 3 national goals:

- 1) Individuals and families with low incomes are stable and achieve economic security.
- 2) Communities where people with low incomes live are healthy and offered economic opportunities.
- 3) People with low incomes are engaged and active in building opportunities in communities.

### **ESSENTIAL DUTIES**

The requirements listed are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

Revised/Effective Date: July 2026

Incumbent: Open

## Youth Program Manager

- Oversee the operation of the Harmony House, Youth Homeless Demonstration Project, Employment and Training Programs, Alternative Education Programs. Ensure coordination of services and implementation among program staff through the supervisors directly involved with the specific programs.
- Coordinate closely with the Branch Operations Director and other staff to ensure effective operation of program contract requirements, and state and federal regulations are met.
- Conduct meetings for the purpose of training staff to implement the programs, including policy changes, and addressing employee concerns.
- Coordinate all elements of programs to ensure cohesiveness internally and with other key agencies in the communities of Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone counties.
- Under the direction of the Branch Operations Director, monitor program operating budgets and expenses, budget development; prepare comprehensive program reports.
- Evaluate programs on an on-going basis. Recommend and implement authorized program development/changes.
- Attend meetings on behalf of HRDC and maintain on-going communication and networking with community partners and funders.
- Establish new partnerships including new worksites, referral sources and potential Grant opportunities.
- Establish, monitor, and supervise staff in achievement of agency and program goals.
- Attend and participate in required training courses for each individual Grant.
- Resolve employee and participant grievances.
- Supervise and lead subordinate staff [and volunteers] in a fair and productive manner in accordance with the agency's policies, and applicable state and federal laws.
- Participate in the new employee selection process, conduct employee evaluations, enforce discipline, and terminations as required.
- Resolves employee conflicts and client grievances according to established policy and procedures.
- Demonstrate competency in leadership; develop and maintain an effective team.
- Complete special projects as assigned. Be flexible in assuming new duties and perform other duties assigned and determined to be productive and efficient for the continuing improvement of the agency.

Revised/Effective Date: July 2026

**Additional Knowledge, Skills and Abilities:**

- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency.
- Integrates knowledge of budgeting and management experience into program operations.
- Effectively **communicates** on all platforms.
- Demonstrates **dependability** and **punctuality**.
- Adheres to a consistent work schedule.
- Demonstrates **professionalism** in the workplace.
  - Maintains professional boundaries with participants;
  - Must have the ability to work with low income and disadvantaged people by modeling an unbiased, non-judgmental attitude.
  - Demonstrates positive and appropriate interactions with coworkers and management.
  - Contributes to a harmonious and productive work environment.
  - Must be a team player to ensure overall program success.
- Nurtures, builds, and mentors employees to build a cohesive team.

**MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

REFERENCES and BACKGROUND CHECKS:

Ability to successfully pass a criminal background check. HRDC will check past employment and personal references. Annual Criminal Background checks are required.

EDUCATION and/or EXPERIENCE:

Bachelor's degree (B. A.) in Human Services or related field, and a minimum of three (3) years direct client related experience; or equivalent combination of education and experience to fully meet the minimum requirements for the position.

Previous supervision experience preferred.

OTHER SKILLS and ABILITIES:

- Knowledge of budgeting and expense procedures for program operations preferred.
- Ability to supervise and lead program staff in a fair and productive manner in accordance with the organization's policies and applicable laws.
- Strong organizational, listening and communication skills, including both verbal and written are required.
- Prefer knowledge of local labor market information and employer expectations.

Licenses and/or Certifications:

Must possess a valid Montana Driver's License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; needs to move about inside the office to access file cabinets, office machinery, etc.

**WORK ENVIRONMENT**

The work environment is typical of that of an office setting. The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer. Tasks will involve extended periods of time at a keyboard or work station.

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).*

*I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.*

*I understand that **HRDC-7** reserves the right to revise or change this job description as the need arises.*

*I have reviewed this job description and received a copy.*

\_\_\_\_\_  
Employee Signature Date

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_