



Job Details			
Job Title:	Anchored Mentoring Program Manager	Job Category:	Health Care
Location:	Osceola, Orange, Polk	Employment type:	Full-time
Travel Required:	Yes	Starting Pay Rate:	\$53,000/annual
Position type:	Full-time (40 hours per week)	Posting:	August 2023
Applications Accepted By			
<b>Job Recruitment Sites, Fax or E-mail:</b> (407) 850-8039 or scarfincorp@gmail.com <b>Subject Line: Employment Anchored Mentoring Program Manager</b> <b>Attention:</b> Human Resources Department		<b>Mail:</b> SCARF Organization Inc. ATTN: Human Resources Department 1220 Patrick Street Kissimmee, Florida 34741	
Job Description			
<p><b>Position Summary:</b></p> <p>We are looking for an experienced Program Manager to oversee the planning, implementation, and tracking of a Anchored Mentoring Program. The Program Manager will ensure the timely completion of projects while adhering to budget, scope, and quality standards set at SCARF Organization. The ideal candidate will have experience with working with at-risk male students and knowledgeable of mentoring programs.</p> <p><b>Position Details:</b></p> <ul style="list-style-type: none"> <li>• Full-time with benefits</li> <li>• Morning Shift, Day Shift, Evening Shift, Weekends as needed</li> <li>• Position type: Office (25% Travel Required)</li> <li>• Some remote meetings and trainings</li> <li>• In-office Interview Process</li> </ul> <p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Develop and execute program plans, including timelines, milestones, and budget.</li> <li>• Train mentors, mentees, and parents.</li> <li>• Attend and host recruitment events.</li> <li>• Identify project risks and develop mitigation strategies.</li> <li>• Manage project dependencies and interdependencies across multiple teams and stakeholders.</li> <li>• Design a resource development plan that allows for diversified fundraising.</li> <li>• Communicate program status and risks to executive leadership and other stakeholders.</li> <li>• Host fundraising events for program sustainability</li> <li>• Track Program Information and Activity</li> <li>• Attend program advisory board meeting and other community meeting that promotes the program.</li> <li>• Ensure project teams adhere to project management methodologies and quality standards.</li> <li>• Monitor and report on project progress and make recommendations for course correction as needed.</li> <li>• Document Program Evaluation Efforts</li> <li>• Facilitate decision-making and problem-solving among project teams and stakeholders.</li> <li>• Manage program budget, including forecasting and tracking expenditures.</li> <li>• Develop and maintain relationships with internal and external stakeholders.</li> </ul> <p><b>Required Skills:</b></p> <ul style="list-style-type: none"> <li>• Recruitment of peer and adult volunteers,</li> <li>• Oral and Written Communication</li> <li>• Training children and adults</li> <li>• Mentoring children</li> </ul>			

- Safety and Security - Adheres safety and security procedures; Decision-making; Reports potentially unsafe conditions.

**Qualifications and Education Requirements:**

To be eligible for the Anchored Mentoring Program Manager position at SCARF Organization Inc., applicant must meet the following minimum criteria:

- Bachelor's degree in human services or business Administration, or a related field. A master's degree is preferred.
- 1+ year of supervisory experience or program management.
- Strong recruitment experience
- Experience managing grant-based projects.
- Strong problem-solving and decision-making skills.
- Ability to keep with a program budgets and financial forecasting.
- Strong attention to detail and organizational skills.
- Ability to work in a fast-paced environment and manage multiple priorities.

**Additional Information:**

- Applicant must successfully pass all Pre-Employment Screenings including but not limited to a Federal II Background check, a Local Background check, a Pre-Employment Drug Screening, and applicable licenses and insurances
- Must have a valid Driver's License and Motor Vehicle Insurance and Registration

If you are a self-starter with a passion for working with at-risk male student and a proven track record of managing a mentoring program, we encourage you to apply.

**Equal Opportunity Employer (EOE)**

SCARF Organization Inc. prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

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Print Name

Signature

Date