

**Manager, Rosa Parks Children and Youth Program
The Province of St. Joseph of the Capuchin Order
Capuchin Soup Kitchen - Conner Location**

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

The Manager of the Rosa Parks Children and Youth Program oversees and works with volunteers and staff to effectively provide a safe environment, define goals and administer programs for art, tutoring and summer camp programs in a safe environment.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- With support of Executive Director develop and sustain programs for youth at the Rosa Parks program that are consistent with our mission and scope of services
- Oversee needs assessments of the children and their families
- Define program goals and objectives, evaluate and administer each program such as but not limited to art therapy, tutoring and the summer peace camp
- Ensure volunteers are approved and meet POSJ guidelines through volunteer services including background checks and Protecting Gods Children training
- Ensure effective communication between parents, teachers and staff regarding participant progress
- Work with Kitchens Manager to ensure safe environment of all participants especially minor children
- Manage finances of programs including developing and working within annual budget and petty cash
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: The candidate will have Bachelor's degree and 3 years' experience in developing budgeting and administering youth programs; experience working with youth and families who are economically challenged, training and experience in art therapy, 2 years' experience working with children in a learning environment. Proficiency in Microsoft Office.

Interested candidates can apply in any of the follow ways:

Submit letter of interest and resume to:

employment@thecapuchins.org Include Manager, Rosa Parks Youth Program in the subject.

OR mail to:

Attention: Human Resources
Manager, Rosa Parks Youth Program
The Province of St. Joseph of the Capuchin Order
1820 Mt. Elliott Street
Detroit, Michigan 48207

