



HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL

47 Rainbow Drive
Hilo, Hawaii 96720-2013
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Job Posting

POSITION TITLE: Youth Services Manager (LAMP and DOPP)
REPORTS TO: Executive Director
JOB LOCATION: Central Administration
FLSA: Full Time/Exempt/1.0 FTE

ACCOUNTABILITY: The Youth Service Manager's primary responsibility is the formulation, coordination, implementation, and monitoring of the Language Arts Multicultural Program (LAMP) and Drop Out Prevention Program (DOPP).

ESSENTIAL JOB FUNCTIONS: *(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, skills and/or ability required.*

1. Administers, coordinates and implements Language Arts Multicultural Program and Drop Out Prevent Program (LAMP and DOPP)
2. Assist in carrying out the programmatic objectives and grant specific objectives for LAMP and DOPP.
3. Evaluates effectiveness and adequacy of each programs standard.
4. Develops and maintains a cooperative working relationship with the Department of Education and affected LAMP and DOPP schools.
5. Develops effective plans for LAMP and DOPP.
6. Organizes, trains, and provides support to LAMP and DOPP staff.
7. Responsible for staff development and supervision of personnel assigned to LMAP and DOPP.
8. Responsible for completing and submitting required reports to funding agencies.
9. Assists in grant writing for the LAMP and DOPP.
10. Performs other related duties as assigned by the Deputy Director.

WORKING CONDITIONS: Mostly in an office environment. Requires gaining an understanding of and adherence to the established LAMP and DOPP Program goals Policies and Procedures.

EQUIPMENT USE: Requires use of computers, phones, copy machine, fax machine, and calculators.

MENTAL DEMANDS: Duties require frequent multi-tasking, attention to detail, conceptualization, and expressing or exchanging ideas and ability to use sound judgment when dealing with school administrators, funding agencies, and parents.

PHYSICAL DEMANDS: Able to operate and use a computer, bending at the waist; and lifting, carrying, and pushing objects weighing up to 30 pounds. Periods of prolonged, sitting, walking, standing, kneeling, crouching, twisting and bending while giving instructions or demonstrating activities.

COMMUNICATIONS: Duties require frequent communication inside the agency using considerable tact, persuasion and discretion. Ability to relate to and communicate effectively with culturally diverse low-income populations, HCEOC staff and school staff.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of instructional methods, evaluation tools and assessments process and practices and/or willingness to learn.
- Skill in use of general office equipment.
- Basic knowledge in Word and Excel programs for reporting purposes.
- Basic accounting knowledge to interpret and analyze budgets.
- Ability to drive a car for site visitations.
- Ability to communicate effectively with schools administrators, funding sources, LAMP and DOPP subordinates, DOE teachers and staff, and parents.
- Ability to work effectively as a team member of HCEOC and partnering schools.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree and two years of experience working in education or a related field.
- Knowledge of sound planning practices, reporting procedures, ability to gather and analyze data, and ability to handle a budget and supervise staff.
- Experience in preparation of proposal applications to funding sources.
- Strong written and verbal communication skills.
- Must possess a valid driver's license with no restrictions or serious violations and submit renewal upon expiring periodically.
- Provide a driving abstract prior to hire and updated annually.
- Must be able to pass DOE background and drug testing.

If you are interested in applying for this position, please submit your resume and letter of interest to Human Resources, H.C.E.O.C., 47 Rainbow Drive, Hilo Hawaii 96720, or by email to hceochrclerk@hceoc.net or visit our website www.hceoc.net and complete an application.

Closing date for this recruitment will be Wednesday March 21, 2018, 12:00 noon.