



<b>JOB TITLE</b>	<b>The Source Program Manager</b>
<b>REPORTS TO</b>	Director of Programs
<b>SUPERVISES</b>	Drop-In Coordinator, Case Manager, Facilities Coordinator, Direct Care Staff, Street Outreach Manager, Interns and Volunteers
<b>FSLA STATUS</b>	Exempt
<b>LOCATION</b>	Boulder, CO

**ABOUT TGTHR** At TGTHR (formerly Attention Homes), we are building a movement that galvanizes communities, empowers young people, and puts an end to youth homelessness. We won't stop until every young person is valued, empowered and safe. TGTHR is committed to building a culture of equity, inclusivity, and non-violence for all individuals. For more information, visit [TGTHR.org](http://TGTHR.org).

The following values guide all of our efforts:

- We believe growth is rooted in relationships.
- We believe in wildly celebrating resilience.
- We believe there is strength in diversity.
- We believe in promoting youth voices.
- We believe that housing is a fundamental right.

**SUMMARY OF POSITION** The Source Program Manager oversees and ensures program effectiveness, compliance and continuity of The Source Program, including overnight shelter, drop-in center, and street outreach programming to youth and young adults experiencing homelessness and housing instability. You would manage and lead all program staff and direct care staff at The Source and be responsible for ensuring that high quality services are provided to all participants. Additionally, you would support program growth and development in alignment with TGTHR's strategic goals.

#### **PRIMARY RESPONSIBILITIES**

- Management of staff, interns and volunteers, including hiring, training, providing ongoing feedback and one-on-ones, oversight of schedules, time sheets, evaluations, disciplinary actions, facilitate staff meetings.
- Provide support to staff during crisis (on-call), process/debrief incidents, create and contribute to positive team morale and culture.
- Solicit and address ongoing feedback and through quarterly program reviews.
- Oversight of Incident Reports (IR's) and Critical Incident Reports (CIR's).
- Support development and implementation of Youth Leadership programming.
- Attend committee and community meetings as a representative of TGTHR and cultivate relationships.
- Ensure program compliance with licensure and funding sources.
- Oversee data management: demographics, measures, outcomes, outputs, statistics and trends.
- Participate and support community outreach efforts and volunteer training.
- Develop and oversee program budget and substantiation of expenses.

## PROFESSIONAL QUALIFICATIONS

### Required

- Minimum of 21 years of age.
- A Bachelor's degree in social services or a related field and 2 years of direct experience, or an equivalent combination of education and experience.
- Previous experience in supervising people.
- Commitment to continued education of social justice, especially the intersection of youth homelessness and race, gender, sexuality, ability, immigration, and socioeconomics.
- Excellent verbal and written communication and interpersonal skills.
- Exhibit a high degree of professionalism and time management.
- Experience with Microsoft applications and Google Suite.
- A valid CO state driver's license.
- Ability to sit for long periods of time while performing typing duties on a computer.
- Ability to lift and carry objects of 30lbs.
- Ability to lift, bend, stoop, kneel, crouch, push and other strenuous activities.

### Preferred

- Experience with Salesforce.
- Knowledge of HUD, MPHA, and City of Boulder housing regulations.
- Knowledge of the child welfare system.

**BENEFITS AND COMPENSATION Salary Range \$52,000-\$58,000.** TGTHR offers competitive compensation and benefits such as a flexible work environment dependent on work position, medical, dental, vision, and accident insurance, paid time off/sick leave/parental leave/paid holidays/bereavement leave, employee assistance program/counseling services, development and educational opportunities and a 403(b) retirement plan. **TGTHR is a drug-free workplace. Candidates and employees must be able to pass a criminal background check.**

**TO APPLY** Email resume and cover letter to: [hrcontact@TGTHR.org](mailto:hrcontact@TGTHR.org) with the subject line "The Source Program Manager".

TGTHR is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are strategically invested in creating an equitable, diverse, just, and inclusive work environment. All interested individuals, including people of color, LGBTQ+ folks, women, and people with different levels of ability are particularly urged to apply. For more information on our justice, equity, diversity and inclusion efforts, visit our website [here](#).