



## **Program Manager of Justice Initiatives**

### **Description**

Students Run Philly Style (SRPS) is a youth mentoring program that pairs young people in grades 6-12 with volunteer mentors to train together for long-distance races. SRPS' mentoring relationships, combined with goal-setting and achievement-oriented programming, result in youth graduating from the program with improved grades, a positive outlook on the future, improved goal-setting skills, increased connectedness to the community and reduced incidences of violence.

*MileUp* is the first Youth Diversion program of its kind that gives young people facing delinquency charges a chance to remain outside of the traditional court system, and holds youth accountable while giving them a chance to build a healthy future. The goals of MileUp are to:

- Provide youth with a positive caring adult relationship to help them succeed
- Help youth build skills to overcome adversity and manage stress through exercise on the way to positive achievement across all aspects of their lives
- Provide a strengths-based option to increase positive outcomes in youth diverted away from juvenile system involvement
- Create innovative opportunities for diversion
- Build in restitution support to reduce potential debt and continued system involvement for youth and their families
- Provide youth with long-term sustainable support

### **General Responsibilities**

The Program Manager of Justice Initiatives will implement and report on the MileUp Youth Diversion program; work collaboratively with the SRPS Program Team, MileUp staff and volunteer mentors, and other partners (e.g., Philadelphia District Attorney's Office, Temple University) to ensure the integrity of the program.

The Program Manager will supplement SRPS' research-based mentoring with needs assessments and partner referrals for MileUp participant youth. In addition, the Program Manager will be an integral part of the team that is responsible for strategizing the development of justice initiatives, program improvement, and building and maintaining partnerships that are beneficial to students, volunteer mentors, staff, and the program as a whole.

Program Implementation:

MileUp (80%)

- Plan, coordinate, and lead activities of the MileUp Diversion Program to ensure that goals, objectives, and all elements of the program are accomplished within the prescribed time frame and funding parameters.
  - Develop season calendar
  - Support MileUp staff with student intake and enrollment, gear distribution throughout the season, and race registration
  - Coordinate travel logistics
  - Monitor student attendance and mileage
- Create and formalize any contracts/partnerships necessary to successfully implement program deliverables. Work collaboratively with all relevant partners.
- Liaise with Philadelphia District Attorney's Office to ensure timely referrals at the start of each program season, and coordinate restitution payments, project compliance, data sharing and support as needed. Maintain communication throughout the program season on individual students' progress and needs.
- Research best practices and work with the Program Team to assist in program planning and implementation, problem-solve, and ensure successful project performance.
- Provide referrals for participant youth for other services, as needed.

SRPS Programs (20%)

- Assist SRPS Program Team with event preparation, staffing, and implementation.
- Assist SRPS Program Team with gear distribution and inventory.
- Perform other duties in support of SRPS programming as assigned.

MileUp Staff Management:

- Hire and manage a team of youth advocates, mentors/drivers, and peer mentors each program season.
- Conduct onboarding and training for all new staff.
- Manage personnel and resources required to successfully complete project deliverables.
- Oversee and ensure timeliness of biweekly payroll and monthly mileage reimbursement of all paid staff.
- Lead weekly/biweekly team meetings and individual check-ins at the end of each program season.

MileUp Budget and Grant Management/ Reporting:

- Oversee project budget, ensure financial accountability.
- Provide regular project oversight by pulling performance data to create analytic reports. Prepare data-informed presentations to juvenile justice community stakeholders.
- Assist Institutional Giving Manager, Program Director, and Executive Director with grant applications for justice initiatives; provide key metrics for reporting purposes.

Program Evaluation:

- Work with Temple University to ensure evaluation data collection and analysis is completed in a timely and accurate manner.
- Summarize relevant evaluation data for grant reporting purposes.

Status:

- Full-Time
- Includes weekend events and evening practices (comp time accrued); at least once per week during program seasons
- Hybrid (in-person evening practices and 2 in-office days per week; remote work up to 3 days per week)

Reports to:

- Director of Programs

Skills & Knowledge:

- Passion and belief in youth development and youth diversion programming
- Experience with youth development, education, and mentoring knowledge
- Experience or understanding of juvenile justice system preferred
- Ability to manage multiple projects and meet deadlines in a fast-paced environment
- Ability to build and sustain relationships with students, staff, and external partners
- Running experience not required
- Spanish proficiency preferred but not required
- Background in social work, youth development, or related field preferred

Students Run Philly Style's staff is a team of dedicated and passionate individuals. We believe that our diverse range of perspectives and lived experiences greatly contribute to the strength of our program and the depth of our impact. Students Run Philly Style is an equal opportunity employer and hires without consideration of race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, or disability.

**To Apply:**

Please send a resume and cover letter to Mariana Folco at [mfolco@studentsrunphilly.org](mailto:mfolco@studentsrunphilly.org).