

**Manager of GTA & National Programs****Position Type:** Full-Time, Contract (1 year)**Date of Posting:** March 4, 2025**Job Regions:** Toronto**Application Deadline:** March 21, 2025**Salary Range:** \$60,000 to \$70,000**Job Purpose**

Thrive Youth, an organization that provides leadership development opportunities through arts-based education to children and youth in underserved communities across Canada, is seeking a **Manager of GTA & National Programs** to cover a one-year parental leave.

The Manager of GTA & National Programs is a strong staff manager and program delivery team member who is detail-oriented, with a thorough understanding of youth program coordination and program delivery. This position will manage the GTA program team as well as support a range of local and national program and development related activities including community partnership development, social enterprise opportunities, and corporate employee engagement initiatives.

A standard workweek for this role sees an approx. 50/50 split in coordination work and on-site program delivery. This split will vary depending on program scheduling and staffing needs.

**Duties and Responsibilities**

The Manager of GTA & National Programs responsibilities include, but are not limited to:

**Staff Management & Oversight**

- Manage, coach and mentor your team
- Oversee day-to-day work of reporting staff (Program Facilitators, contracted artist-educators, and volunteers)
- Monitor staff compliance with policies, procedures and practices of the organization
- Recruit, interview and select well-qualified program staff
- Support Leads in onboarding and managing staff
- Ensure staff are positively engaged in Thrive Youth's organizational culture
- Manage performance of program leads and support leads with monitoring performance of their staff
- Manage day-to-day expectations of all program teams
- Oversee administrative components of the programs team ensuring timely submission of required documents such as timesheets and program reports

**Program Coordination:**

- Coordination of facilitators, co-facilitators, substitute/occasional facilitators, artist-educators, volunteers, venues, and transportation
- Follow contracting processes and screening requirements for regional independent contractors (artists, venues, etc.) and program delivery partners
- Oversee school and/or participant registration, including outreach
- Maintain a personnel calendar for on-site program delivery staff
- Book artist-educators & venues plus maintain tracking document for bookings
- Communicate role expectations & day-to-day details with facilitator(s) and artist-educators
- Oversee the purchase & use of programming supplies

- Adhere to organizational budgets and track portfolio expenses
- Maintain communication with all key portfolio stakeholders
- Organize events specific to portfolio programs (showcases, performances, excursions, etc.)
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#### Program Delivery:

- Facilitation of on-site and online programming in adherence to all organizational and program-related policies and procedures
  - This includes travelling to/from a variety of program locations within the region such as schools, arts & cultural venues, studios, community spaces, etc.
  - Programs are delivered to children and youth ages 9 to 18 in a variety of settings, including in schools and at a variety of arts & cultural venues
- Coordinate, oversee, and support delivery of program logistics including travel partnering, supply management, and other duties as assigned
- Oversee and implement execution of all critical daily program tasks (attendance, safe arrival, head counts, etc.)
- Champion development and execution of lesson plans in accordance to Thrive Youth curriculum as instructed by the Director of Programs & Impact

#### Impact and Evaluations

- Ensure programs teams are adhering to the requirements of the evaluations framework, including timely implementation and monitoring of evaluative components
- Monitor program KPIs and ensure timely collection of data
- Oversee the development and submission of program reports

#### Social enterprise

- Support the pilot of a social enterprise model to diversify and build sustainable revenue stream under the direction of the Director of Programs & Impact

#### Development

- Promote a culture of philanthropy amongst the programs team and encourage mutually beneficial relationships between programs and development initiatives
- Ensure the program team's adherence to the requirements of marketing/communications from a programmatic lens (student recruitment and communications)
- Oversee the provision of content requested by the Director of Programs & Impact, including but not limited to: magical moments, program reporting, photos and videos, impact stories, quotes, testimonials
- Support with the prospecting of corporate, foundation, and government funders, particularly local level opportunities for each program
- Maintain positive relationships with fund providers and other stakeholders
- Steward funders and other stakeholders when required at events or during programs
- Maintain records and submit reports related to grant opportunities
- Meet with funders to share program impact upon request

#### Qualifications

- Minimum of 2 – 4 years experience managing staff.
- Minimum 2 years experience working in child & youth programming, teaching, or an aligned field.
- Ability to relate to & empathize with children who are challenged by difficult life circumstances and/or who face barriers to accessing opportunities beyond the classroom.

- An energetic and enthusiastic approach to work and life.
- Impeccable organizational skills and detail oriented.
- Excellent written & oral communication skills.
- Must be self-directed with the ability to work on job duties independently.
- Proficient in using the Microsoft Office Suite, including Outlook, Teams, Word, and Excel.
- Attention to detail is a critical component of this role.
- Positive and inclusive attitude with exceptional interpersonal skills.

**Other Requirements:**

- Current Vulnerable Sector Police Record Check.
- Current First Aid & CPR-C Training an asset.
- Valid Driver's Licence an asset.
- Able to work in a fast-paced and flexible work environment.
- Belief in the Thrive Youth goals and means of achieving the goals.

**Reporting**

The Manager of GTA & National Programs will report to the Director of Programs & Impact, and will work collaboratively with all departments, and supportively with the full staff team.

**Working Conditions**

This is a full-time contract position for one year to cover a parental leave.

Please email resume and cover letter to [info@thriveyouth.ca](mailto:info@thriveyouth.ca).

*Only candidates selected for an interview will be contacted.*

*Thrive Youth is an equal opportunity employer. Thrive Youth values the diversity of people and communities and is committed to excellence and inclusion.*

*We are committed to an environment that is barrier free. If you require accommodation at any stage during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation.*