



Job Title: Snowball Manager (Part time)

Job Classification: Professional Staff

Reports to: Prevention Director

POSITION SUMMARY

This position focuses primarily on the prevention of alcohol, tobacco and other drug use/abuse and high-risk behaviors among the youth of our community. 360 Youth Services serves as the sponsoring fiscal agent for the Naperville Operation Snowball Chapter which means that 360 is legally and financially responsible for the programs. The Snowball Manager is the sponsoring fiscal agent's (360's) representative of the Naperville Snow Chapter. This primary focus of this position is managing the Naperville Operation Snowball (NOS).

This job requires direct involvement in a variety of activities including, but not limited to, volunteer recruitment and training, program development and marketing, record keeping, grant and outcome reporting, financial documentation, public relations, interaction with private and governmental agencies that contribute to the programs, working with the 360 fundraising team, and with the Snow and 360 teams to develop ongoing vision and direction for the program. All efforts should be directed not only toward assuring quality of service provision, but also toward protecting the integrity and respect of the youth, adults, schools, agencies and other organizations served.

ESSENTIAL FUNCTIONS:

A. KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS

1. Genuinely enjoys working with people, youth and adults.
2. Strong interpersonal skills, honesty, kindness, positive and respectful communication patterns.
3. Commitment to "win-win" problem solving whenever possible.
4. Makes decisions based on what is best for the programs and the community as a whole.
5. Knowledge of current developments, literature and sources of information in the field of ATOD and other high risk behavior prevention, best practices in prevention, asset building and strengthening protective and resiliency factors for youth and families.
6. Knowledge of youth leadership, adultism, empowering others (youth and adults alike), and knowledge related to supporting LGBTQ youth and those on the spectrum.
7. The ability to establish and maintain effective professional working relationships with youth and adults, the community, and professionals involved in prevention and education programs.
8. Demonstrate sound judgment, empathy, and sensitivity to the emotional needs of the program participants, their parents, volunteers, staff and community collaborators.
9. Knowledge and understanding of the philosophy and mechanics of the Snow programs and what it means to be a role model for Snowball.

B. DUTIES AND RESPONSIBILITIES

1. Work with core teams of school/community members, adult and teen directors, and leadership team to provide the leadership necessary to bring together, prepare, train, work alongside of and support volunteer staff in order to plan, implement and evaluate Naperville Operation Snowballs.
2. Manage the logistics of Snowball program implementation - applications, registration, staff training, program content – large groups, t-shirts, food, supplies, pictures, evaluations, etc., chapter paperwork and financial aspects of the programs.

3. Work flexible hours, including evenings and weekends as needed. Higher number of hours in the school year and lower during the winter holidays and in the summer.
4. Work towards technological improvements including updating Snow web-site page, Snow Staff website and Snow database.
5. Interview, orientate, train and supervise agency volunteers, snow staff – typically two groups of approximately 50 teens and adults a year.
6. Maintains various records, program files, statistics, and submits reports as required by the Prevention Director, Executive Director of Programs, CEO, Board of Directors or any funding group.
7. Responsible for meeting standards of the program as required by the funding agencies, Operation Snowball, Incorporated and 360 Youth Services.
8. Reports to the Prevention Director the status of the program, critical incidents, effectiveness of service delivery, outcomes.
9. Work with the Snow team, Prevention Director and 360 clinical staff as needed to address concerns that arise on the weekend regarding participant or staff mental health needs, including substance use disorders, or concerning behavior.
10. Work with the Snow team, prevention team, and/or 360 team on program planning, fundraising, and ongoing vision, direction and planning for the program as determined.

C. SERVICE TO THE COMMUNITY

1. To represent the agency in the community in a professional, positive and constructive manner.
2. To be an advocate of the social change for the advancement of services to youth and families.
3. To work collaboratively with schools and other community entities.
4. To attend local, county or state-wide prevention meetings/trainings as needed.

COMPETENCIES:

1. **Mission-Driven:** Reinforces 360's mission and vision with the organization and the community. Effectively communicates the benefits and impact of 360's efforts. Ensures community and volunteer engagement, inclusion and ownership. Reinforces culture of philanthropy.
2. **Collaboration:** Advocates for inclusion and diversity at all times. Initiates the development of relationships with civic/business partners and community leaders that advance 360's presence throughout the community. Inspires others to engage with and support 360.
3. **Operational Effectiveness:** Develops plans, manages through engagement with 360 development staff.
4. **Personal Growth:** Facilitates change; models adaptability and an awareness of the impact of change. Demonstrates up-to-date knowledge and skills in technology.

JOB QUALIFICATIONS:

1. A Bachelors degree in the Human Services field, Education or related field or 3 years related experience.
2. Demonstrate a commitment to the values and ethics of a professional employee of 360 Youth Services.
3. Demonstrate an ability to work with youth, families, community, and staff in a professional manner.
4. Demonstrate a level of personal and professional integrity, honesty, and competency.
5. Participate in all agency related meetings designated by the Prevention Director or Executive Director.
6. Participate in efforts involving agency public relations, fundraising and community education.
7. Continue to maintain training necessary to enhance the skills.

360 Youth Services is a powerful organization. Staff have a shared commitment to change lives and inspire hope. By strengthening emotional skills, reducing youth access to and use of drugs and alcohol, and ending the experience of homelessness, 360 works passionately to help teens/young adults experience their full potential.

Salary: Commensurate with experience and the field