



Program Manager - Summer Tennis & Reading Program - Worcester Seasonal, Part-Time

The Opportunity:

Tenacity seeks an experienced manager to serve as the seasonal, part-time Program Manager of Worcester's Summer Tennis & Reading Program (STRP).

Tenacity currently serves over 425 students per summer with a free tennis & reading program at 5 locations across Worcester. Over the next 5 years, Tenacity seeks to double the number of Worcester students served.

The successful candidate will be a high-performance driven manager with solid experience in managing large, youth sports programs. The STRP-Worcester Program Manager must be a highly capable "multi-tasker" with a solid foundation in program development and program management, have an "in the weeds mind set" when it comes to the management of summer sites, recruitment of students and staff supervision. Knowledge of the City of Worcester is extremely important to this position.

Position Summary:

Reporting to Ned Eames, Tenacity's Founder & CEO, the STRP-Worcester Program Manager will lead the charge to strategically plan and implement a seasonal summer tennis and reading program. In addition, the program manager will have an active role in Worcester's Volunteer Development Team in fundraising/marketing and public relations aimed at the Worcester County philanthropic community. This is an ideal job for a personable, mission-driven, energetic individual with a passion for working with Worcester's inner city youth and providing safe programming.

Responsibilities:

- Develop and implement a student recruitment plan for all of Worcester's summer sites
- Ensure that the sites are at attendance capacity throughout the programming season
- Develop and implement a staffing recruitment plan which explores all available outreach strategies to ensure the highest competency and greatest diversity of staff members
- Supervise a diverse team of tennis and reading coordinators, senior and junior staff, as well as volunteers



- Collaborate with City of Worcester Parks Department to ensure that all permits, space needs and licenses are complete in a timely manner
- Oversee Partner Program relationships and outreach
- Oversee the Worcester-STRP program budget
- Implement and collect parent/student feedback questionnaires
- Support/assist in Tenacity's fund-raising efforts and be an active member of Worcester's Volunteer Development Team

In Collaboration with Boston's Manager of Summer Tennis & Fitness Operations:

- Oversee the preparation of summer site programming, including tennis and fitness supplies inventory, reading and academic supplies, first aid kits, site administration documents and bins, banners, flyers and registration materials
- Ensure that the Worcester summer database is ready for online registration, administration of rosters, data tracking and attendance
- Ensure that all Worcester seasonal staff have all necessary human resources/ payroll paperwork completed and turned in prior to the program start
- All time sheets are reviewed, signed and turned in so staff receive paychecks in a timely manner
- Develop an end of programming summer report that includes, site attendance, number of program days, staffing and other report components similar Boston's end of programming report
- Assure that all Worcester summer staff attend the summer training in Boston prior to the program start

Qualifications:

- Passion for Tenacity's mission
- Significant experience managing large, youth sports programming
- Bachelors' degree and experience in a fast paced, nonprofit environment
- Competitive level tennis playing experience
- A leader that is a multi-tasker with strong organizational skills and attention to detail
- Knowledge of Microsoft Office, Email, Word and Excel is required
- Knowledge of the City of Worcester



- Experience mentoring and supervising summer staff and program youth
- Access to a car is required
- An affable and compassionate nature with a good sense of humor

For More Information about Tenacity go to: <https://tenacity.org>

To Apply:

Send a resume and cover letter to garyphillips@tenacity.org