

**CLAYMONT COMMUNITY CENTER  
POSITION DESCRIPTION**

**POSITION TITLE:** Special Projects Manager  
**DEPARTMENT:** Workforce Development  
**REPORTS TO:** Executive Director  
**FLSA STATUS:** Exempt

**ORIGINAL DATE:** 08/2018  
**REVISED DATE:**

**SUMMARY:**

The Special Projects Manager is responsible for developing and implementing special programs and initiatives at the Center. The Manager supervises staff in the department.

**PRINCIPLE RESPONSIBILITIES:**

- Implement new projects and manage the day to day operations of the workforce and youth initiatives.
- Manage staff and carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities for this area include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Ensure staff members and volunteers understand and comply with agency and program policies and procedures. Develops new program procedures, as needed that are consistent with CCC policies and mission.
- Plan and organize the activities of staff members and volunteers to provide services.
- Participate in program assessment, goal setting, and planning for new services.
- Exercise fiscal responsibility and communicates with the business office regarding use of program funding.
- Compile monthly program statistics. Provides reports to supervisor.
- Collect appropriate outcome measurement data and participates in the development of new evaluation tools.
- Represent CCC and programs in community and interagency activities.
- Coordinate program outreach and marketing efforts (development and distribution). Participate in activities that promote CCC and FC services.
- Assist with fundraising activities. Provide program information for funding related applications and reports.
- Required to meet the standards set-forth in the Code of Ethics and conduct themselves in accordance with Claymont Community Center's guidelines and policies.
- Participates in education and training opportunities appropriate to the enhancement of performance of duties.
- Perform other duties as assigned

**Accommodations:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position

**EDUCATION REQUIREMENTS:** The minimum level of formal education that is required to perform this job satisfactorily.

- Bachelor's Degree in human services

**TRAINING, SKILLS, KNOWLEDGE, AND/OR EXPERIENCE:**

- 5 years' experience in workforce development and/or human services
- 2 years supervisory and administrative experience
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Excellent communication skills and ability to develop positive relationships

**PHYSICAL REQUIREMENTS:** No specific physical requirements are necessary for this position