



## Sacramento Center Manager

**Department :** Community Empowerment  
**Supervisor :** Director, Community Empowerment  
**Status :** Full-Time/Exempt

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### POSITION OVERVIEW

The Sacramento Neighborhood Center Manager is responsible for overseeing and coordinating the activities of the United Community Sacramento Neighborhood Center (SNC). This position implements goals and objectives, provides direct services, and performs administrative and professional tasks. This position ensures that SNC abides by all United Community and Fairfax County legal and partnership requirements. The work of this center is a collaborative effort of United Community staff, Fairfax County services, and community partners. Provide after-school and summer programs for school-aged children and youth; space for community partners to hold programming and computers for the public to use; access to resources through United Community, Fairfax County and our partners to provide emergency and basic needs; development and training of community residents to become community leaders and advocates. Manage the Youth Development Specialist. This is a full-time, salaried position.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work collaboratively with the United Community programs and community partners to ensure that a variety of programs and services are delivered to residents of the Creekside community, including adults, senior citizens and young children.
- Provide after-school and summer programs for school-aged children and youth; space for community partners to hold programming and computers for the public to use;
- Plan for and facilitate daily youth programming afterschool and throughout the summer.
- Set a monthly calendar of events that offers equitable access and engagement to all age and ethnic segments of the Creekside population.
- Maintain relationships with present community partners and strategically engage in outreach activities and events to reach new partners.
- Ensure the Community Center is actively utilized during all hours of operation.
- Supervise SNC team, coordinate staff coverage and building use.
- Coordinate and proactively communicate the Community Center's activities, resources, services, and programs to the public in order to ensure a growing level of participation.
- Train staff members and volunteers in order to actively connect residents in need with information and referrals for non-profit, government, and community services.
- Build the staff to function as a team, empowering each team member with the right amount of challenge, support, and accountability to be successful
- Coordinate outreach to build relationships with community partners who can host activities at SNC in order to support the community.
- Actively participate in all appropriate local community and partnership meetings/events.
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- Coordinate the Afterschool and Summer Youth Program. (50%)
- Plan and implement educational enrichment activities for youth from preschool through 12th grade.
- Ensure activities are planned and delivered to participants according to program standards.
- Coordinate with United Community staff and community partners to maintain, build, and grow partnerships to help support our participants and their families.
- Maintain a clean, safe and organized environment. Nurture a fun, healthy, and positive culture.
- Reporting (10%)

## PREFERRED QUALIFICATIONS

- Bachelor's Degree with coursework related to social services, education, human services, or a minimum of 5 years of related job experience.
- Proven ability to foster collaborations across diverse constituencies in a low-income community and inspire confidence and motivate all ages and ethnic groups to collectively meet common objectives.
- Strong experience in participatory leadership.
- Proven skills in community development.
- Proven supervisory skills.
- Demonstrated strong skills and a track record for sustained measurement of program outcomes, ability to work independently and with and through others to achieved desired results.
- Excellent written and oral communication skills in English.
- Proficiency Microsoft Office Suite (particularly Word and Excel) and database use (entry and report analysis).
- Ability to work flexible hours if needed and limited evenings and weekends.
- Bilingual (English/Spanish) is a plus .

## TRAVEL

Travel to and from satellite United Community locations and meeting sites with a 3-5 mile radius is expected. Mileage reimbursement may be provided.

## EEO STATEMENT

United Community provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

## SIGNATURE

I understand and agree to the duties and expectations of my role as outlined in this **job description**. While the essential job functions and qualifications are identified this is not intended to be an exhaustive list of all duties or requirements for this position. Duties, responsibilities and activities may change at any time with or without notice to meet the needs of the program.

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Employee Name (Please Print)

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Employee Signature

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Date