



GOOD-2-GO OREGON JOB DESCRIPTION

A.C.E. PROGRAM MANAGER

Job Title: Applied Community Experience (A.C.E) Program Manager
Status: Full-Time (170/month) / Exempt
Salary Range: TBD
Reports To: Managing Director

JOB SUMMARY:

This individual is responsible for the planning and execution of ACE events, such as hiking, biking, dining out, bowling, and more. They are also responsible for the hiring and training of staff (sometimes collaborating with other G2G programs to explore interested existing employees) to work and supervise events. The ACE Manager also schedules staff for each event using an online scheduling platform. This is not a remote position. The ACE Manager must be readily available to staff events regularly; in cases of emergencies and as needed with little or no notice. This position requires high energy, strong communication skills, and exceptional organizational skills.

SCHEDULE:

The schedule of this position will vary based on the calendar of ACE events. This position will require some weekends and evening hours. The ACE manager will be expected to work approximately 50% of the events offered.

DUTIES AND RESPONSIBILITIES:

- Plan and develop quarterly ACE newsletter and calendar.
 - Provide detailed planning of ACE events
 - Oversee printing, mailing, distribution
- Maintain the Good-2-Go Oregon Facebook page.
 - Posting Photos
 - Event Reminders / Changes
- Oversee the implementation of scheduled events.
 - Client Enrollment & Cancellations
 - Staffing of Events
 - Booking of venues
 - Pre-purchase tickets (as appropriate), Staff Petty Cash, Credit Card funding for staff participation.
- Is responsible for the direct management & supervision of staff
 - Will take part in interviews and hiring process of new team members.
 - Responsible for holding A.C.E. Staff Meetings (@ 1 / month), and A.C.E. Leadership Meetings (@ 1 / month)
 - All staff meetings will have an Agenda & Minutes for G2G records
 - Positively manage staff who are actively involved with staffing ACE events.
 - Responsible for conducting written performance reviews of ACE-only staff (annual reviews)
 - Data will be provided to HR, and other relevant program managers
 - Responsible for implementing employee counseling for performance improvement or policy infractions. This may include terminations, with Executive approval.
 - Will provide weekly office hours to be available for staff questions.
 - Responsible for timesheet approval for payroll.



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- Responsible for the review and approval of time off requests for ACE-only staff.
- Utilize an online scheduling system to schedule staff, reviewing regularly for accuracy, and to assist with the billing process bimonthly.
- Assist in the development and updating of the ACE staff handbooks and manuals.
 - Full Value Contract
 - Safety in the Community: Assessing & Mitigating Risk
 - Handling Cash
 - Positive Communication
 - The Good-2-Go Brand
- Provide intake meetings for new ACE participants and process the resulting data collected.
- Develop Care Plans & Safety Plans for ACE Only Members.
 - Provide contributing information to care plans and safety plans for members who receive other G2G Services
- Train new staff about the ACE program, it's clock in procedures and provide guidance at monthly ACE staff meetings.
- Work to meet targeted program goals: budget, service hours, staffing ratio.
- Will organize and execute the Good-2-Go Oregon Stakeholders Advisory Board to meet the agency's requirements for stakeholder feedback/involvement
 - Quarterly
 - Document minutes & Attendance
- Provide staffing support on a minimum of 50% of the scheduled events.
 - Note: This requirement may be higher during the post-CoVid Rebuild
- Always present a positive professional appearance, attitude, and enthusiasm.
- Attend weekly meetings with the Managing Director and regularly scheduled Leadership Team meetings.

SKILLS AND EDUCATIONAL REQUIREMENTS:

- Preference is given to:
 - Individuals who have a 4-year degree in Recreation Therapy, Social Work, Sociology, Psychology, Counseling, Human Services. or other related field;
 - Individuals who have had a minimum of 3-years working with people who experience disabilities.



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- The following are essential skills required for the position:
 - Exceptionally strong communication skills, both written and verbal;
 - Strong attention to detail;
 - Excellent organization skills;
 - Ability to work with little supervision;
 - Ability to meet deadlines;
 - Ability to work within a budget;
 - Ability to lift up to 75 lbs.
 - Prefer Strong computer skills including the use of online scheduling tools and Publisher.
- Additional Duties as assigned.

JOB HAZARDS:

- Lifting recreation equipment up to 75 lbs.
- Any potential hazards associated with driving a vehicle
- Potential for injury during consumers' seizure
- Angry outburst from a consumer
- Any hazards that may be encountered during events

INTER-RELATIONSHIPS:

- Community / Vendors / Funding Agencies
- Clients / Members
- Good-2-Go Staff
- Good-2-Go Oregon West

WORKING CONDITIONS:

Working conditions will vary based on the activity scheduled. Administrative hours should be completed at the Good-2-Go Oregon corporate offices, except for those requiring community engagement for planning, follow-up, and execution of ACE events.

Employee Signature

Date