



## **Employment Opportunity: Program Manager**

### **Who You Are:**

You're someone looking to make a difference in other people's lives, especially those who might not have had the opportunities you've enjoyed. You're looking for an opportunity within an organization that values and supports you for who you are and honors your unique experiences in life as you share them with others to help them grow. You are seeking an opportunity to be part of something larger and more impactful. If this sounds like you, we'd like to introduce ourselves!

### **Who We Are:**

The Ramble Collective is a nonprofit social enterprise that creates pathways to purpose and community for adults with intellectual and developmental disabilities (IDD). The Ramble Collective was founded on the conviction that individuals living with IDD deserve opportunities that most of the rest of us take for granted: purpose through employment and living within a community that embraces individuals of all abilities, backgrounds and circumstances.

Since our founding in 2013, we have operated an apprentice program that provides job training and work experience for individuals with IDD as a pathway to independent community employment. This program operates within Ramble on Pearl, an active lifestyle clothing boutique. In addition, we also provide job placement services and transitional job coaching for our program graduates in their future places of employment.

We are actively growing. Starting in 2021, we began expanding our footprint by facilitating access to affordable community-based housing and through our Ramble Community Connections program which provides community engagement services to help individuals with IDD thrive within an Independent Living Community. Later this fall, we will be celebrating the 1 year anniversary of our second store, Ramble Marketplace, a Boulder-themed art gallery and gift shop that is poised to support the growth of our apprentice program - serving a broader and more diverse candidate pool.

### **Our Core Values**

- **Inclusivity**
- **Empowerment**
- **Opportunity**
- **Community**



## **POSITION OVERVIEW**

The Program Manager must be an enthusiastic individual excited about the opportunity to help shape and grow a unique nonprofit social enterprise. They should have the passion, skills and experience necessary to help individuals with intellectual and developmental disabilities (IDD) realize their aspirations for meaningful, independent employment and to thrive within community-based, affordable housing. They will be the go-to person for our Ramble Opportunities and Ramble Community Connections programs working under the direction of the President/CEO to ensure these programs provide quality, grow and prosper. They will work in close partnership with our retail staff, and collaborate with our executive leadership team. This position is primarily a managerial position, however it requires the skills and flexibility to work directly with our apprentices and program graduates as a coach or meeting other program staffing needs when staff resources are unavailable to meet scheduled commitments.

## **GENERAL RESPONSIBILITIES:**

Under the direction of the President/CEO, the Program Manager is responsible for researching, planning, developing and implementing all aspects of the Ramble Opportunities and Ramble Community Connections programs, including:

- Initiate and set goals and measurement methods for our programs based on the organization's strategic objectives and report progress on meeting these goals to the executive leadership team;
- Collaborate with our executive leadership team to deliver quality and value in our apprentice program operations while generating the financial results that enable us to deliver our mission;
- Oversee the development, delivery and growth of our Ramble Community Connections program services, including the development of a robust volunteer program to support these services;
- Identify vulnerabilities and opportunities for growth and improvement in our programs and implement solutions.

## **ESSENTIAL FUNCTIONS and RESPONSIBILITIES:**

### **Ramble Opportunities (Apprentice Program):**

- Oversee the day-to-day operations of our apprentice program;
- Attract, hire, train, motivate and supervise program staff;
- Attract and qualify appropriate candidates to join our apprentice program;
- Optimize program capacity to ensure our apprentices progress through our apprentice program in a timely manner as a pathway to community employment;
- Manage the relationship with CDPHE Division of Vocational Rehabilitation



- Conduct community outreach to all stakeholders and represent us positively and professionally in the community;
- Maintain and update curricula and training materials for our apprentices and staff to ensure the delivery of quality programming;
- Ensure our apprentices are trained in the soft and hard skills of employment to prepare them for competitive, integrated employment, and support them as they transition into graduate jobs in the community;
- Oversee progress reporting and invoicing for billable program services;
- Fill in for staff on an as needed basis to satisfy schedule commitments.

### **Ramble Community Connections (Community Engagement Program):**

- Oversee the day-to-day operations of our community engagement program;
- Attract, hire, train, motivate and supervise program staff and volunteers;
- Facilitate the development and expansion of program activities that are appealing to the Bluebell residents;
- Oversee the purchase, organization and utilization of budgeted program supplies.

### **REQUIRED SKILLS/ABILITIES:**

- A self-starter with strong leadership skills who sees new challenges as an opportunity to learn;
- Coach, mentor, lead and instruct others to realize their full potential with clarity, consistency, firmness, respect, and patience;
- Must possess excellent organizational and time management skills;
- Display strong written and verbal communication skills;
- Work well under pressure, be able to handle unexpected situations calmly and confidently;
- Facilitating community connections and networking/building relationships;
- Maintaining confidential information and understanding privacy laws.

### **KNOWLEDGE:**

- Microsoft Office and/or Google Suite for data analytics, documentation and communication;
- Time tracking software (e.g. When I Work).



## **QUALIFICATIONS:**

- Experience and passion for working with and advocating for persons with IDD;
- Bachelor's degree or higher in the area of Vocational Rehabilitation, Education, Social Work, Psychology or related field, with professional experience and specialized training commensurate with assignment;
- A minimum of 1 year work experience in employment counseling, job placement, job coaching, or vocational rehabilitation;
- Experience leading and managing staff and volunteer teams;
- Valid driver's license, proof of insurance, and reliable transportation.
- Knowledge of and connections to the Boulder Community (preferable);
- Experience in creating and providing community engagement programs (preferable);
- Available/willing to work weekends & evenings as may be required from time to time;
- Background checks required.

## **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:**

- Store hours are:
  - Monday through Saturday 10am – 6pm
  - Sunday 11am – 5 pm.
- Lifting or carrying 40 pounds;
- Reaching overhead while using a step stool;
- Crouching or reaching down to floor level;
- Standing or sitting for long periods;
- Participating in outdoor activities (weather permitting).
- When called upon to work field job coaching shifts to support one of our program graduates, the work environment and hours are at the discretion of the graduate's employer.
- **Proof of COVID-19 vaccination is required for employment.**

**The starting salary** for this position is: \$48,000/year

**Benefits** include 10 days/year Vacation, 3 days/year Holidays; Up to 6 days/year Paid Sick and Safe Time; Up to \$300/month Health Insurance Stipend; 40% Employee Discount at Ramble on Pearl; 20% Employee Discount at Ramble Marketplace; \$30/month cell phone stipend; RTD ECOPass.