



Regional Manager Job Description

Job Title:	Dreamline Regional Manager	Job Category:	Education, Youth Development, Management
Department/Group:	Dreamline Program	Job Code/ Req#:	
Location:	Conway Community Center, St. Paul	Travel Required:	
Level/Salary Range:	\$45,000 to \$60,000	Position Type:	Full-Time Exempt
HR Contact:		Date Posted:	
Will Train Applicant(s):	Experience required	Posting Expires:	Until filled

External Posting URL:	http://thesannehfoundation.org/about-us/careers/
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DESCRIPTION

The Sanneh Foundation

The Sanneh Foundation (Sanneh) is a Saint Paul, Minnesota based 501(c) (3) created to serve the holistic youth development needs of the increasingly diverse Twin Cities metro. Sanneh is a youth -oriented organization with a dual track model focusing on participants (clients) and providers (organizational staff) to support both entities and to launch their careers.

Sanneh empowers youth by supporting and promoting educational attainment through in-school and after-school support, improve lives by providing programs that strengthen physical health and social and emotional development, and unite communities by advancing diversity, equity, and community well-being.

Mission:

The mission of Sanneh is to Empower youth, Improve lives, and Unite communities.

Vision:

Sanneh’s nationally recognized youth advancement programs focus on education, health/wellness, and community, which are mainstream in the Twin Cities Parks/Recreation and school systems.

Values:

- Building Community
- Caring & Compassion
- Diversity & Inclusion
- Education
- Integrity
- Inspiring Excellence
- Innovation & Leadership
- Fun
- Character Building

The Sanneh Foundation – Dreamline Program

Dreamline: Helping Young People Define a Path to Their Dreams

Dreamline Program Vision

Sanneh imagines a world where young people feel empowered to choose their destiny and can access the resources they need to take their best actions and make the right choices to propel them toward a success-filled life as a citizen of their community.

Dreamline Goals

Dreamline partners with K-12th grade schools to strengthen a student’s learning environment and support three core dimensions of a student’s development: social, emotional, and cognitive. This helps young people define their own path to success by helping them to (1) engage with their peers, school, and community; (2) improve their emotional well-being; (3) discover academic success and graduate from high school; and (4) prepare for life after high school. Coaches are expected to work with students in the following ways:

- Goal 1: Build trusted relationships with children, youth, parents, school staff, and community members.
- Goal 2: Empower children and youth through social emotional learning (SEL).
- Goal 3: Work together with children, youth, parents, school staff, and community members as advocates and partners in student learning and wellbeing.

Dreamline is grounded in the theory that students who develop powerful, developmental relationships with trusted adults begin to develop positive attitudes toward school, themselves, and their future. In partnership with K-12th grade schools, Dreamline coaches intentionally engage underserved students through the Search Institute’s Developmental Relationships framework to create deep and meaningful connections.

POSITION DESCRIPTION

The Dreamline Regional Manager is typically experienced in education and youth work, with management experience and the ability to develop strong partnerships with the school district and community partners. A key aspect of the position is to move toward fulfillment of Sanneh’s mission. The Regional Manager provides support to Dreamline coaches at various sites by providing regular professional development training, intervention strategies, and performance evaluations.

The Dreamline Regional Manager is responsible for ensuring the highest quality of program delivery within their region through tracking, collecting, analyzing, and reporting on key data points; conducting weekly meetings with Dreamline staff on site; and communicating data weekly to the Dreamline Director. The Dreamline Regional Manager ensures that staff follow data collection protocols and are on target toward meeting program outcomes and supporting students in achieving student goals. The Dreamline Regional Manager will work closely with Sanneh leadership in providing regular updates on team successes, hiring staff, providing marketing insights, applying for program grants, and organizing events.

ROLE AND RESPONSIBILITIES

Lead Dreamline Operations

- Recruit, hire, and assist in overseeing training and orientation of Dreamline Site Coordinators, Coaches, and AmeriCorps Vista positions.
- Oversee the implementation of the Dreamline Program model and curriculum at partner school sites, including tutoring, leadership skill development lessons, homework help, and expanded learning opportunities, including team-building sessions.
- Provide daily support, guidance, and oversight to Dreamline Site Coordinators, Coaches, and AmeriCorps Vista positions to ensure excellence in service delivery, evaluation of performance, and strategize problem-solving.
- Work with Dreamline Site Coordinators, Coaches and AmeriCorps Vista positions to strategize and problem-solve targeted interventions for students.
- Organize and lead monthly meetings and professional development opportunities with the Dreamline Site Coordinators, Coaches and AmeriCorp Vista positions.

- Ensure that Dreamline Site Coordinators, Coaches and AmeriCorps Vista positions participate in assigned meetings and professional development opportunities with teachers, school officials, and committees.
- Work with Sanneh leadership to plan and execute regional training, development, and performance evaluations throughout the school year.
- Ensure the highest-quality program fidelity using team check-ins and session observations.
- Track staff hours manage PTO requests, check ADP for accuracy and timeliness.
- Work closely and meet regularly with Sanneh leadership, Site Coordinators, and key contacts to ensure positive collaboration and streamlined program delivery.
- Develop and maintain positive working relationships with Principals, Site Contacts, and other external partners.

Budget Development/Monitoring and Community Resource Development

- Develop and manage site program budgets, including monthly expenditure reporting.
- Manage and evaluate partnership opportunities with community organizations.
- Develop and manage community partner donations to support Dreamline operations.

Data Collection, Student Outcomes, and Continuous Program Improvement

- Assist Dreamline Site Coordinators, Coaches, and AmeriCorps Vista Positions in tracking, evaluating, and reporting by due dates on the impact of Dreamline as related to program outcomes.
- Assist Dreamline Site Coordinators, Coaches, and AmeriCorps Vista Positions in using data to inform interventions/strategies to support student development.
- Work with Sanneh leadership in conducting performance evaluations and creating evaluation standards.
- Maintain accurate program records and evaluate program outcomes for each partner site.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Minimum Requirement

- Ability to celebrate diversity in all its forms, including race, ethnicity, and culture, sexual orientation, gender identity, age, language, abilities/disabilities, socioeconomic status, geographic region, or other defining characteristics.
- Training, work, and/or lived experiences working with culturally, ethnically and socio-economically diverse populations.
- Bachelor's degree or equivalent experience in education, youth development, human services, social services, or other related field.
- Three or more years of youth program management experience.
- Five or more years' experience in education and/or youth development fields
- Strong organizational and time management skills
- Strong written and oral communications skills applicable to internal and external audiences.
- Ability to be flexible, adaptable and work well under pressure in a fast-paced, multi-tasking, team environment.
- Strong computer and technology skills including Microsoft Office Suite and Google Work Space.
- Experience managing, mentoring and developing entry level staff.
- Experience working with youth (specifically K – 12th grades) and their families in a school, community-based, or youth service agency setting.
- Results-driven with a commitment to continuous program improvement.
- Ability to pass a background check.

Preferred Qualifications

- Experience with youth program evaluation tools preferred (E.g., Youth Program Quality Assessment (YPQA), Holistic Student Assessment (HSA), and other youth development assessment tool training)
- Marketing experience
- Grant writing experience

APPLY

Please send a cover letter, résumé, and three professional references to the Dreamline Program office at, dresumes@thesannehfoundation.org. In the subject line, please indicate the job title.

When writing your cover letter please consider the following questions:

1. Why do you want to serve as a Dreamline Regional Manager?
2. What opportunities have you had working and collaborating in diverse, multicultural and inclusive settings?
3. Briefly discuss your teamwork and management skills in relation to the Dreamline Regional Manager position.

PHYSICAL DEMANDS AND OTHER NOTICE

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift up to ten pounds. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a keyboard; and to verbally communicate to exchange information. VISION: See in the normal visual range with or without correction. HEARING: Hear in the normal audio range with or without correction.

The Sanneh Foundation is an affirmative action & equal opportunity employer. D/V/M/F. Applicants will be considered without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, or veteran status. If you require accommodation to apply for a position, please contact us at: 651.690.4855.

THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT AND REQUIREMENTS FOR THE PERFORMANCE OF THIS JOB. THIS POSITION DESCRIPTION IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE STATEMENT OF DUTIES, RESPONSIBILITIES OR REQUIREMENTS

Reviewed By:		Signature & Date:	
Approved By:		Signature & Date:	
Last Updated By:		Signature & Date:	