



Children and Youth Programs Manager

Program: Kids Club, Teens Club Program, and Casa 2 Career Program, and Elementary and Youth Summer Programs

Reports to: Executive Deputy Director

Status: Full-time, exempt

Location: On-site - Chirilagua/Arlandria neighborhood, Alexandria, VA

Schedule: Monday-Friday with afternoon/evening program hours; occasional weekends for family events, retreats, and field trips

Compensation: Competitive nonprofit salary, commensurate with experience; benefits included

About Casa Chirilagua

Casa Chirilagua is a faith-based Christian 501(c)(3) nonprofit serving the Chirilagua/Arlandria neighborhood of Alexandria, Virginia. For nearly two decades, Casa has walked alongside immigrant families through youth and family programs that support children's academic, social, emotional, and spiritual growth. Our programs provide a calm, joyful, Christ-centered space where children experience mentoring, enrichment, trusted relationships, and belonging.

Mission: *Developing relationships with families to see the Chirilagua neighborhood transformed by Christ.*

Position Summary

The Children and Youth Programs Manager leads the design, delivery, and quality of Casa Chirilagua's youth programming portfolio. This role is both visionary and hands-on: the Manager shapes curriculum, supervises and develops staff and volunteers, partners with families, and stewards school and community relationships, ensuring every child experiences safety, belonging, and growth.

For Teens Club and Casa 2 Career, the Manager coordinates with year-round partners and manages volunteers rather than directly delivering programming. Direct reports include Teacher's Assistants and an Administrative Assistant. The Manager also collaborates closely with the Parent Engagement Coordinator and the Volunteer and Mentoring Coordinator.

This role requires someone who is spiritually grounded, emotionally self-aware, organized, creative, and deeply experienced with children and youth — particularly those navigating immigration stress, poverty, trauma, and language barriers.

Revised 06-02-2026

Key Responsibilities

Program Design and Implementation

(50%)

- Lead day-to-day operations of Kids Club and elementary summer programming, including long-range planning, weekly schedules, curriculum, and seasonal activities.
- Design and maintain a weekly program rhythm integrating reading, homework support, movement, faith formation, music, STEM, and enrichment in developmentally appropriate ways.
- Select, adapt, or develop curriculum supporting students' academic, emotional, social, and spiritual development.
- Create and maintain a child-friendly environment with clear routines, accessible materials, and calming spaces.
- Oversee student behavior support systems and maintain timely communication with families when concerns arise.
- Coordinate with partners and volunteers to support Teens Club programming for middle and high school students.
- Help facilitate the Casa 2 Career pathway, connecting older youth to college and career exploration through mentoring, skill-building, and employment opportunities.

Staff and Volunteer Supervision

(20%)

- Supervise program staff and volunteers; manage schedules and communicate clear expectations.
- Support recruitment, onboarding, and retention of staff in collaboration with senior leadership.
- Partner with the Volunteer Coordinator on program needs, training, curriculum support, and ongoing feedback for volunteers.
- Conduct regular check-ins, performance coaching, and evaluations for staff and volunteers.
- Ensure all staff and volunteers are trained in child protection, incident response, and program expectations.
- Model emotional regulation, conflict resolution, professionalism, and Christ-like leadership.

Child and Family Engagement

(10%)

- Build trusted, consistent relationships with students and their families.



- Communicate with parents in English and Spanish regarding attendance, behavior, milestones, events, and student needs.
- Serve as a relational and pastoral presence for children and caregivers within Casa's ministry context.
- Support families in navigating school relationships and act as a liaison with Alexandria City Public Schools when appropriate.
- Attend meetings with parents, teachers, counselors, and social workers to support student well-being.
- Coordinate family nights, performances, field trips, celebrations, and home visits in partnership with the broader team.

Partnerships, Data, and Administration

(10%)

- Cultivate relationships with local schools, churches, STEM partners, athletic programs, and other youth-serving organizations.
- Coordinate guest instructors and enrichment opportunities.
- Maintain enrollment, attendance, incident, and outcome records in Casa's systems.
- Support annual surveys, program assessments, grant reporting, and storytelling for stakeholders.
- Manage supplies, materials, and designated program resources responsibly.
- Assist with Casa-wide events and other duties as assigned.
- Creates an annual program budget for each program and manages it throughout the school year.

Qualifications

Education and Experience

- Bachelor's degree in education, child development, social work, psychology, ministry, nonprofit management, or a related field preferred; equivalent lived and professional experience will be considered.
- Minimum 5 years of experience working with elementary-age children in school, after-school, camp, ministry, or community-based settings.
- Supervisory experience with staff or volunteer teams preferred.
- Demonstrated experience working with children and families affected by immigration stress, poverty, trauma, or language barriers.

Skills and Competencies

- Personal faith in Jesus Christ and alignment with Casa Chirilagua's Christian mission and values.
- Bilingual fluency in Spanish and English (written and verbal) required.



- Strong leadership, relationship-building, organizational, and conflict-resolution skills.
- Demonstrated skill in behavior management with elementary-age children.
- Strong program design ability — able to translate mission and child development principles into effective schedules, curriculum, and routines.
- Trauma-informed, culturally responsive practice; familiarity with play-based, child-led, or Montessori-inspired approaches strongly preferred.
- Proficiency with Microsoft Office, Google Workspace, and basic data and communication systems.

Spiritual and Emotional Maturity

- Comfortable leading prayer, Bible study, devotionals, and faith-based activities with children, youth, and staff.
- Demonstrates self-awareness, emotional regulation, humility, and openness to feedback.
- Sets healthy boundaries and models sustainable, mature leadership.

Working Conditions

- Program hours are primarily afternoons and some evenings; occasional Saturdays for events or field trips.
- Active role — may include standing, walking, outdoor play, and lifting up to 25 lbs.
- Some interactions may involve children and families in emotionally demanding situations.
- Successful completion of a background check, child protection screening, and reference checks required.
- Adherence to Casa Chirilagua's Child Safety Policy, Code of Conduct, Statement of Faith, and organizational policies required.

How to Apply

Send your resume, cover letter, and statement of faith to:

jobs@casachirilagua.org

Applications are accepted on a rolling basis. Candidates selected to move forward will be contacted directly.