# Carmel Green Teen Micro-Grant Program Program Manager Job Description

General: The not-for-profit Carmel Green Teen Micro-Grant Program is administered by an all-volunteer board of directors consisting of from 8-16 youth and adult members, with a youth majority. Members serve a two year renewable term and sit on one or more of four committees: Student & Media Outreach, Website & Documents, Grant Review & Grant Award ceremony, Funding & Organization.

**Program Manager Duties include:**

1. Recruit and manage volunteer Carmel Green Teen Board Members via emails and meetings
2. Encourage adult board members to mentor and teach youth members to accomplish tasks
3. Coordinate and take minutes for monthly board meetings October-May of each grant cycle
4. Manage the [admin@carmelgreenteen.org](mailto:admin@carmelgreenteen.org) email account and correspond with grant applicants and winners. Reply to all email program inquiries.
5. Promote Carmel Green Teen program through community contacts, media, and awards
6. Oversee and encourage board members to:
   1. seek and empower new board members
   2. solicit grant applications from youth groups
   3. publicize grants via media, email, and direct contact
   4. update website, selection criteria, and program documents as needed
   5. review grant applications according to selection criteria
   6. conduct meaningful grant award ceremony
   7. follow up with grant winners to assure project success and measure impact
   8. determine the best organizational and funding structure for program sustainability
7. Create an annual report and request yearly funding from the City of Carmel Utilities
8. Act as the program contact to United Way of Central Indiana’s Youth as Resources, our nonprofit fiscal sponsor, for deposit of funding and issue of grant checks and overhead reimbursement
9. Keep detailed accounting of funds, applications, project contracts, report forms, and disclaimers
10. Foster relationships with community members to reduce program expenditures, such as free web hosting for our domain and reduced or free local advertising

Estimated average hours spent on Program Manager duties are 1-2 hours per week October, November, December and May, and 4-5 hours per week average January through April. Email correspondence June-September is minimal, but necessary.