



THE SALVATION ARMY
HARRISBURG CAPITAL CITY REGION
506 S. 29th STREET
HARRISBURG, PA 17104

EMPLOYMENT POSITION AVAILABLE

Position: STEAM Scholars Site Manager
Department: Harrisburg – Youth & Family Education Services
Availability of Position: ASAP
Schedule: 40+ hours/week / Exempt
Reporting Relationship: Youth & Family Education Manager
Salary and Grade: \$58,000 per year / 12

The Salvation Army is hiring and offers truly excellent benefit package to eligible employees including:

- Generous paid time off every year that includes: holidays, up to 3 personal days, vacation time and sick time.
- Employer funded Pension Plan (company contributions begin after 1 year of employment)
- Comprehensive health care coverage with low cost employee premiums, co-pays and deductibles
- Eligibility for supplemental insurance plans including Short Term Disability, AFLAC and Voluntary Term Life
- Flexible Spending Accounts
- Remitted Tuition Program
- Eligibility for the Federal Government's Public Student Loan Forgiveness Program
- Most importantly – a job with a good purpose!

Position Overview:

The STEAM Scholars Site Manager (SSSM) will have administrative oversight of the STEAM Scholars program and staff with responsibility to lead and coordinate trainings for department staff. This position will plan, develop, write, administer, coordinate, and maintain the 21st CCLC grant-funded program that will serve the PA STEAM Academy students. The SSSM will lead the program planning sessions, oversee the development of the program schedule, lead and plan all staff meetings/trainings, ensure all attendance and time sheets are tracked etc. Responsible for overseeing the compilation of the quarterly and annual evaluation and program reports, monthly expenditure reports and funding proposals. The SSSM will also maintain and manage partnerships and provide follow up regarding data collection and access for required reports.

Description of Position:

The STEAM Scholars Site Manager provides strategic leadership and oversight for The Salvation Army Harrisburg Capital City Region Corps educational and youth development programs, including after-school, summer, family engagement, and grant-funded initiatives. This position is responsible for planning, implementing, and evaluating high-quality programs that promote academic success, youth development, and family engagement while ensuring compliance with grant requirements, organizational policies, and funding expectations.

This position leads and develops a multidisciplinary team by recruiting, supervising, mentoring, and evaluating staff, volunteers, and interns; managing program budgets; overseeing curriculum implementation, enrollment, scheduling, and daily operations; and cultivating strong partnerships with schools, community organizations, and funding agencies. This role also directs program evaluation, data collection, outcome measurement, grant reporting, and continuous quality improvement to ensure program effectiveness and long-term sustainability.

Working collaboratively with internal departments and community partners, The STEAM Scholars Site Manager serves as the primary liaison for educational initiatives, strengthens community relationships, identifies new funding and partnership opportunities, and advances innovative programming that supports children, youth, and families. Through visionary leadership and operational excellence, this position plays a vital role in fulfilling The Salvation Army's mission of transforming lives and strengthening the community.

As a representative of The Salvation Army, the successful candidate is expected to support and uphold the mission and values of the organization, demonstrating professionalism, integrity, compassion, and servant leadership in all interactions. This position contributes to The Salvation Army's mission of meeting human needs in the name of Jesus Christ without discrimination.

The above list of job duties is not exclusive or exhaustive and the candidate will be required to undertake such tasks as may reasonably be expected within the scope of the post.

Requirements:

- Degree in the field of Education or related field and 5+ years of experience working with urban, diverse youth and their families required.
- Excellent written and oral communication skills required.
- Ability to read & understand grant contracts and federal/state assurances required.
- Prior experience related to grant management, experience with federally funded programs desired.
- Teaching experience in math, ELA, social studies, sciences desired.
- Confidentiality in all areas, mandatory.
- Flexible in availability, due to changing hours based on programming schedule.
- Should be self-motivated, exhibit strong initiative and strong time management skills.
- Must have good organizational and interpersonal skills.
- Ability to thrive in a collaborative team environment but also able to work independently
- Ability to deal with stressful situations.
- Ability to deal with a wide variety of community people, students, vendors of services.
- Knowledge of cultural flexibility, competency in working with multi-cultural participants and experience working with inner-city youth and families.
- Leadership training and a minimum of 2 years prior experience supervising, managing and training staff.
- Computer skills in Microsoft Publisher, Excel and Power point.
- Prior experience in using spreadsheets and database systems effectively.
- Prior experience tracking program outcomes and reporting out on results.
- Must be able to adapt and change to meet the needs of the organization and the community.
- Valid Driver's License and able to obtain insurance clearances as determined by The Salvation Army's insurance company.
- Valid CPR and First Aid Certification
- As a Mandated Reporter, must provide proof of having completed training on recognizing and reporting child abuse meeting the training standards of PA Act 153 of 2014.
- Meets the Child Protection Clearances required by PA Act 153 to include PA Child Abuse History Clearance, PA State Police Criminal Record Check and FBI Criminal Record Check.
- Must have an understanding of and appreciation for the Mission of The Salvation Army

Contact: Please submit your resume and cover letter as instructed below.

External candidates interested in this position please apply online at <http://careers.salvationarmy.org>.

Internal candidates interested in applying for this position please apply at <http://internal-usesalvationarmy.icims.com>.

No Phone Calls Please.

Released by the Divisional Human Resources Department

All qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, disability or protected veteran status.

The Salvation Army's Mission Statement

The Salvation Army, an international movement, is an evangelical part of the universal Christian church.

Its message is based on the Bible. Its ministry is motivated by the love of God.

*Its mission is to preach the gospel of Jesus Christ
and to meet human needs in His name without discrimination.*

Requisition No.