



PROGRAM MANAGER JOB OPENING:
YOUTH DEVELOPMENT THROUGH BASKETBALL
SECONDARY SCHOOL PROGRAM, LAGOS STATE

POSITION TITLE: Program Manager, Youth Development through Basketball Program

REPORTS TO: Country Director, Dream Sports Africa and Program Lead

LOCATION: Lagos, Nigeria-Assigned School Locations

Position Summary

Dream Sports Africa is looking for a qualified and capable Program Manager to manage a youth development through basketball program in Lagos State supported by international partners. This role will be based in Lagos and report to Dream Sports Africa's Country Director who is the lead for this program. The position requires an individual with international development expertise, a track record of managing programs and coaches that empower youth through sports, and strong knowledge of the global game of basketball in and outside of Nigeria.

If interested kindly send an email and cover letter to recruiting@dreamsportsafrica.org with subject "Coach for Youth Development through Basketball Program, Lagos".

Project Summary

Dream Sports Africa is implementing a youth development through basketball program in Lagos that started in the last quarter of 2020. The program will use the transformative power of the game of basketball as a vehicle to drive positive social change across several secondary schools in Lagos. The program aims to combine basketball development with educational training through clinics and assemblies to raise awareness among youth (equal boys and girls) on issues including physical health, mental wellbeing, leadership etc.

Dream Sports Africa is an international nonprofit that implements youth development through sports programs in Africa through global fundraising and advocacy. Our idea is simple but bold "Participation in physical activity is vital to the overall well-being of African youth and the development of the continent". We have a vision of an African continent with healthy and self-aware leaders who have the mental character and physical discipline developed through participation in sports and physical activity to create and sustain positive change in their lives,

communities, and countries. Our programs transform the mental wellbeing and physical fitness of African youth leveraging the convening power of sports programs to create positive change in communities and countries. We currently have programs in Nigeria and Ghana.

Major Responsibilities

The Program Manager role includes but is not limited to the following responsibilities:

Strategic Planning and Stakeholder Management

- Report to Dream Sports Africa Program Lead on all program activities and oversee all coaches in the program
- Support the Country Director to develop the annual program strategy and calendar based on the dates set out by Lagos State
- Support Program Lead to develop annual program implementation plan in schools based on school calendar, specific situation and opportunities
- Establish and maintain working and cordial relationships with stakeholders at assigned schools including the principal, Vice principal, coach and other key officials. Support school officials through regular visits and communication to understand the objectives of the program through effective communication, training and participation in program activities

Coach Supervision and Program Activities

- Supervise 20 coaches assigned to 80 schools to ensure that they are advancing the program's objectives consistently, impactfully and in line with the established targets. Mentor coaches and support all coach training activities and events.
- Ensure that all coaches are carrying out program activities as planned and implementing life skills through basketball activities that incorporate other areas of learning as defined in the program curriculum.
- Supervise the planning and implementation of in person assemblies which are gatherings that are shorter in length but larger in reach than clinics. They occur at large outdoor spaces in each school where some basketball activity will take place alongside physical education and short talks on health issues and life skills.
- Execute planning and implementation of interschool play and year end finals including selecting and convening the best students from schools in the program from the clinics and assemblies all year round. Support the planning and implementation of interschool play and year end finals including selecting and convening the best students from schools in the program from the clinics and assemblies all year round.

- Facilitate the recording of student attendance at all activities, parent involvement, court management, and basketball peer-mentoring for other students. These responsibilities are shared with captains to develop their capacity and augment the efficacy of the coach, and the program by extension.
- Track, store, transport and distribute program supplies (consumables like drinking water and sports supplies like basketballs, jerseys, t-shirts, exercise props etc.)

Financial and Asset Management

- Work with the Country Director to develop and implement the annual budget in collaboration with other staff and coaches. Monitor periodic budget reports, identify areas of cost savings and opportunities to maximize value for money in the program.
- Ensure that all program related expenses are requested, approved, processed and paid according to donor and DSA policies. Support the Country Director with processing payments to vendors and coaches as needed.
- Manage remuneration process for coaches from review of timesheets and reports to accurate payments on a timely basis.
- Keep a register of all program supplies. Provide periodic stock updates to the Country Director and ensure that all coaches have adequate supplies and minimum restocking levels.

Monitoring and Evaluation

- Coordinate all program monitoring and evaluation activities at each school in collaboration with the Monitoring and Evaluation Officer and coaches. Ensure that all recording of program information and reporting is timely
- Provide periodic reports for the youth life skills development project implementation based on indicators provided by Dream Sports Africa. Provide the school management with progress updates on the project when requested
- Support the development of monitoring and evaluation plan. Support the development of monitoring and evaluation indicator table and tools including training, tests, focus groups, reflexivity journals, workbooks etc.
- Support the review and audit monitoring and evaluation plan implementation periodically for compliance and risk management

Risk Management, Safety and Security

- Support the development, execution and monitoring of program health strategy, risk management plan and safety/security measures to safeguard all program staff, school, stakeholders, assets and reputation.
- Work with the Health Advisor and Country Director to ensure that periodic reporting, monitoring and evaluation of health strategy, risk management and security indicators is done accurately and in a timely manner.

Other responsibilities

- Organization. Work with coaches and the Monitoring and Evaluation officer to maintain a database with program materials and contact information. Responsible for all supplies (basketball and non-basketball) following all programmatic guidelines for program materials set forth by Dream Sports Africa
- Preparation and Efficiency. Ensure that coaches follow detailed practice plans, create detailed practice plans based on recommended format, demonstrate flexibility with drills and training sessions when necessary. Follow protocol when dealing with accidents and injuries. Execute training sessions within allotted time frames and utilize time on and off the court effectively
- Communication. Set and manage expectations with coaches and schools, establish a good relationship with school administrators, engage parents, caregivers with program details, provide timely feedback and updates to Dream Sports Africa.
- Imbibe values of the Game-promote the values of basketball on and off the court as defined in the curriculum. Support coaches to balance fun with fundamentals, bring encouragement, enthusiasm and energy each and every day.
- Be healthy and fit-Live a healthy lifestyle as a model for participants, make good life decisions, promote the significance of physical and psychological health
- Support coaches with knowledge of Basketball Fundamentals- Increase overall basketball knowledge and understanding of coaching concepts. Demonstrate critical basketball techniques through drills, exercises and games.

Desired Skills/Knowledge

- Strong interpersonal skills with ALL demographics of people and ability to build congenial relationships while maintaining a high level of professionalism
- Leadership and the ability to think strategically, critically, and independently while working within program parameters to meet stated objectives

- Working knowledge of the game of basketball, including current FIBA and NBA rules and regulations. A passion for basketball and experience playing and or coaching basketball at the secondary school, university level or higher
- Excellent verbal and written communication skills. Fluency in English

Required Experience, Education and Background

- Minimum of three years of international development and NGO experience. Youth development through basketball experience preferred but sports focused development programming experience also applicable.
- Program Management experience and expertise in report writing and presentation.
- University degree from a reputable University.
- No criminal record and/or negative history. Three provided references
- Advanced email MS (Word, Excel, PowerPoint) applications and project management proficiency (Microsoft Word, Excel, PowerPoint)