



<b>Title:</b> Program Manager (Gear Up)	<b>Classification:</b> Salary (exempt) \$60,000-\$75,000
<b>Reports to:</b> Director of Program Strategy	<b>Last Revised:</b> November 2025
<b>Term:</b> Full Time Position <b>Hours:</b> Monday - Friday	

**About REVEL:**

**Mission:** REVEL is the bridge to adulthood for people with autism to live meaningful, enriched lives.

**Vision:** Life Without Limits

**Purpose:** Our purpose is to fight potential isolation, depression, unemployment, and risk factors related to quality of life. We do this by providing opportunities to teach critical skills that enhance the lives of teens and adults with autism encouraging them to reach their fullest potential.

**Program Review:**

Gear Up offers a comprehensive and adaptable support model for adults with autism and intellectual and developmental disabilities (I/DD). Our approach integrates executive functioning coaching, employment exploration, and social-emotional skill building across a variety of real-world settings.

**General Requirements:** All employees work as a team to fulfill the mission of REVEL, and treat one another with respect and acceptance.

**General Description:** The Gear Up Program Manager oversees the daily operations, team supervision, program design, and quality assurance of REVEL's Gear Up program — a community-based, skill-building, and life-enrichment program for neurodivergent young adults. The Program Manager ensures high-quality participant experiences, strong staff performance, and alignment with REVEL's values, safety practices, and organizational standards.

This role is both **programmatic and operational**, balancing team leadership, participant support, crisis management, documentation oversight, and continuous improvement of

curriculum and community partnerships.

## **Job Responsibilities:**

### **Program Oversight & Daily Operations**

- Lead daily program operations to ensure smooth, high-quality experiences by ensuring staff follow program flow, safety procedures, and activity expectations.
- Proactive and reactive strategies for staffing or participant needs using strong crisis-prevention, problem-solving, and de-escalation skills.
- Communicate consistently with families, caregivers, case managers, and external providers to ensure alignment, transparency, progress, and continuity across all program supports.

### **Implementation of Strategic & Program Plans**

- Implement REVEL's strategic goals, annual priorities, and program plans as developed by executive leadership and board.
- Ensure all activities and staff practices align with REVEL's mission, values, and organizational expectations.
- Identify program needs, make recommendations, and report trends observed in program operations.

### **Staff Leadership, Supervision & Development**

- Supervise program staff and provide ongoing coaching, observation, feedback, and professional development.
- Lead team meetings and training on person-centered practices, safety, proactive and reactive strategies, communication supports, and REVEL values.
- Partner with leadership team on hiring, onboarding, evaluations, and corrective action.

### **Participant Support & Engagement**

- Ensure person-centered, inclusive, and high-quality programming that promotes safety, autonomy, and meaningful engagement.
- Oversee participant intake and onboarding to ensure a positive transition into the program.

- Problem-solve participant challenges and collaborate with clinical, employment, or mental-health partners as needed.

## **Program Quality & Continuous Improvement**

- Monitor program quality through outcomes, data, feedback, and direct observation.
- Ensure programming are delivered consistently and reflect REVEL's mission, vision, values, and participant-centered approach.
- Maintain strong partnerships with community venues and outside providers/instructors to enhance offerings.
- Support continuous improvement by identifying needs and proposing enhancements.

## **Development & Organizational Stewardship**

- Collaborate with REVEL's Development team by providing program data, stories, participant outcomes, and staff insights needed for grants, reports, and fundraising efforts.
- Support the creation of grant narratives related to Gear Up by offering program-specific details, successes, and measurable impact.
- Serve as a strong ambassador and steward of REVEL's mission, values, and brand in all interactions—with participants, families, partners, and the broader community.
- Assist with donor engagement activities when appropriate, such as sharing program updates, preparing site visits, or highlighting participant achievements.

## **Documentation, Compliance, Data Management & Reporting**

- Ensure timely and accurate completion of all documentation, including daily notes, incident reports, staff attendance, and progress tracking.
- Maintain compliance with organizational policies, safety standards, funding requirements, and regulatory expectations.
- Collect and analyze program data to evaluate participant outcomes and overall program performance and communicate it to appropriate stakeholders.
- Prepare clear, timely reports for evaluation, compliance, grants, audits, and internal decision-making.

## **Budget & Resource Management**

- Manage the approved program budget by tracking expenses and ensuring responsible resource use.
- Monitor program needs and recommend adjustments or investments to executive leadership.

- Provide input for future budgeting and resource planning based on program trends and needs.

**Preferred Experience:**

- Bachelor's degree in related field or minimum of four years experience in related field
- Experience working with individuals with autism spectrum disorder and I/DD
- Knowledge of applied behavior analysis and strategies to support people with I/DD
- CPR/First Aid certified or willing to become certified
- Trained in QBS safety care or willing to become trained
- Previous experience successfully managing staff and communicating with families
- Ability to build and maintain positive relationships with staff, mentors, REVELers, parents and constituents
- Self-directed and follow through with tasks to produce measurable outcomes

**Benefits for you:**

- Competitive pay
- Paid time off, paid sick time, and paid holidays
- Medical, dental, vision and 403B
- Flexibility with scheduling to allow for a meaningful work-life balance including potential remote work at times
- Stipend toward professional development courses & CEU's
- Monthly staff snacks
- Quarterly staff trainings w/ lunches provided
- Annual staff team building retreat
- Working collaboratively with experienced professionals with years of experience supporting individuals with autism and I/DD
- The ability to expand your experience by working with a wide variety of needs and demographics
- The opportunity to build relationships and awareness within the autism community
- A fun, dynamic working environment with opportunities to support clients in the local community experiencing a variety of activities - rock climbing, yoga, making pottery and art, experiencing the community, learning daily living skills, building relationships and more!

**Growth Opportunities:**

- **Sr. Program Manager**
- **Program Director**

**Ideal for someone who is:**

- **Thrives in Fast-Paced, Dynamic Environments:** You enjoy days where no two days look the same — community outings, problem-solving, supporting staff, and being adaptable.
- **Is a Natural Leader and Coach:** you enjoy mentoring, supervising, giving feedback, and helping staff grow.

- **Communicates Clearly and Compassionately:** You communicate with families, staff, clinical partners, and participants in a professional and supportive way.
- **Is Solutions-Oriented:** You don't get overwhelmed - you troubleshoot, stay calm, and find a path forward.
- **People-oriented & Collaborative:** Enjoys interacting with people and working together as a team
- **Self Directed:** Follows through with tasks to produce measurable outcomes