

Management Functions

Planning - process of determining organizational objectives and selecting a future course of action for their accomplishment.

Decision Making – selecting from among alternatives. Aided by policies, procedures, and guidelines; others need flexible thinking.

Organizing – division, coordination, and control of tasks and the flow of information within the organization.

Staffing – process of assuring that competent employees are selected, developed, and rewarded for accomplishing organizational objectives.

Communicating - process of transmitting information and understanding between two or more people.

Motivating – giving purpose and direction to behavior.

Leading – process of inducing individuals or groups to assist willingly and harmoniously with achieving organizational objectives.

Controlling – process of assuring the efficient accomplishment of organizational objectives.

Management Skills

Technical – use tools, techniques, and specialized knowledge to carry out a method, process, or procedure.

Human – ability to build positive human relationships, solve human relations problems, and build acceptance among co-workers.

Conceptual – ability to see organization as a whole and to solve problems in a way that benefits the entire organization.

Youth Development Principles & Practices

Positive, Universal Approach – thriving vs. problem focused; building on strengths; universality (all youth); voluntary nature of activities; principles are the same, but needs and strategies for meeting them may vary.

Challenging Activities – provide opportunities for skill building and gaining competence; need for variety and choice; appropriate structure.

Supportive Relationships -- Importance of relationships with adults, peers, and younger children; these endure and change over time.

Youth Participation and Youth Centeredness (voice) – choices about which activities they participate in and a chance to shape these activities; participants vs. recipients. Build on strengths; feature youth leadership and responsibility; multiple ways to get involved.

Physical & Psychological Safety – safe and health promoting facilities; practices that increase safe peer group interaction and decrease unsafe or confrontational interactions.

Opportunities to Belong – opportunities for meaningful inclusion; opportunities for identity formation.

Opportunities for Independence – practices that support autonomy; granting responsibility and meaningful roles; being taken seriously; empowerment.

Opportunities to Contribute – value and practice service; making a difference in the community

Integration of Family, School, & Community Efforts – coordination among different parts of the community.

Embedded Curriculum – activities that deliberately teach a number of lessons across all developmental domains.

Cycles of Planning, Practice, & Performance – provide feedback and recognition for growth accomplishment.

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