

JOB TITLE: Program Manager, Osher Lifelong Learning Institute (OLLI) and Community Education

PAY GRADE: CS18

LAST REVISED: October 2026

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision of an assigned Dean or Associate Dean, the Program Manager is responsible for the strategic direction, administration, and operational oversight of the Osher Lifelong Learning Institute (OLLI) and the Community Education programs. Serves as the designated representative of the OLLI program for older adults. Oversees the planning, development, implementation, promotion, and evaluation of the District's community learning programs at multiple sites, including the Nevada County and Truckee campuses. Provides program management; establishes and monitors program goals, including revenue goals; and oversees program budgets. Exercises independent judgment in developing program priorities, allocating resources, evaluating program effectiveness, and recommending changes to ensure program quality, sustainability, and alignment with District priorities.

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich diverse backgrounds that make up the campus community. To effectively administer and manage the community learning programs, the manager must demonstrate a profound understanding of and experience with successfully supporting individuals with varying backgrounds. This includes persons with disabilities, various generational backgrounds, gender identities, sexual orientation, individuals from historically underrepresented communities and other groups to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provides the leadership necessary to plan, develop, implement, promote, oversee, and evaluate the District's community learning (not-for-credit/noncredit) programs: Osher Lifelong Learning Institute (OLLI) and Community Education.
2. Provides program management and strategic direction to ensure a diverse and balanced offering of enrichment, recreation, and educational courses and activities to meet community needs; establishes and monitors program budgets; seeks growth opportunities through new partnerships/collaborations and establishes mechanisms for evaluating member and student satisfaction for continuous quality improvement.
3. As the designated OLLI representative, facilitates open communication with volunteer member advisory council to develop and implement program vision and goals; evaluates and determines appropriate curriculum offerings and leads plans for community outreach to maintain program membership levels required by the Osher Institute. Coordinates with OLLI volunteers to encourage and maintain member involvement and retention. Plans special member events and activities as appropriate.
4. Determines class offerings and establishes schedules for providing not-for-credit and/or noncredit courses and activities; identifies resource needs; allocates resources; tracks program data and provides required reports to the District and the Osher Foundation, as required.
5. Coordinates with the Osher Foundation and the Sierra College Foundation to manage annual disbursement of endowment funds for OLLI. Oversees and administers the OLLI District and Endowment program budgets.

6. Determines and applies appropriate media and outreach efforts for defined target markets. Works with staff and other District units to publish program schedules and supplemental advertising and digital marketing; initiates press releases.
7. Monitors and analyzes enrollment figures to determine cancellation due to low enrollment; adds and eliminates classes as necessary to keep enrollments healthy and responsive to interests of members and community students. Ensures financial sustainability for self-supporting programs.
8. Participates in professional groups, attends conferences, and seminars to maintain awareness of new trends and developments in the field of community enrichment and lifelong learning; incorporates new ideas as appropriate; meets with community leaders and organizations to promote programs. Shares information regarding instructors, presenters, and classes.
9. Supervises assigned classified staff and student workers. Participates in the selection of classified staff as well as instructors and presenters; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
10. Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
11. Reviews and approves OLLI and Community Education instructor contracts; supports and mentors instructors and contract staff to encourage growth, professional success and ensure success of the programs.
12. Coordinates OLLI and Community Education instructor evaluations; reviews evaluation forms and tabulates information; takes appropriate action to maintain quality of instruction and presentations.
13. Serves as the primary contact point for OLLI and Community Education. Represents the District's community learning programs with college departments, events, senior facilities, volunteers, partnerships and community organizations.
14. Seeks out new venues for classes and makes appropriate arrangements as needed.
15. Travels to sites as needed.
16. Performs related duties as required.

MINIMUM QUALIFICATIONS

The following describes the education, experience, knowledge, skills and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of lifelong learning or enrichment programs for higher education.
- Principles and practices of curriculum planning and development for adults.
- Methods and techniques of marketing and advertising for community/nonprofit programs.
- Methods and techniques of public relations.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of program administration, strategic planning, resource allocation, and program evaluation.
- Partnership development and collaborative program planning in educational, nonprofit, and community settings.
- Basic principles and practices of budget preparation and administration.
- Principles and procedures of recordkeeping.
- Principles of business letter writing and basic report preparation.
- Modern office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheets, and statistical databases.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Provide program management and strategic direction for community education and lifelong learning programs.
- Supervise, organize, and review the work of assigned staff involved in the development and administration of community programs, services, and classes.
- Select, train, and evaluate staff.
- Develop and recommend program goals, objectives, policies, and procedures; implement approved policies and procedures to ensure the quality and effectiveness of classes and programs.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports and professional correspondence.
- Participate in the preparation and administration of assigned budgets.
- Assess program staffing and instructional needs and establish processes for recruiting, selecting, and evaluating contracted instructors.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the District to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Work cooperatively with other departments, District staff, and outside agencies.
- Respond tactfully, clearly and concisely, and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training: Bachelor's degree from an accredited college or university with major coursework in business administration, marketing, education, communications, social sciences, or a related field.

Experience: Two years of experience in training and development, nonprofit management, continuing education, or community program administration, including one year of administrative or lead supervisory responsibility.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT – *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.