



Position Title: BHGH Academy Program Manager
Reports To: Program Director
Classification: Exempt

Date: April 2022
Supervises: Academy Volunteers
Salary Range: \$45,000-\$50,000

General Description

Boys Hope Girls Hope (BHGH) Academy Programs guide and support students from their freshman year in high school until they graduate from college. Through year-round programming such as book clubs, career panels, tutoring, and college visits, BHGH creates a culture of college ambition and college preparation. BHGH high school enrichment also includes service learning, character education, and life skills programming to promote positive youth development. Program Managers work closely with our community partners to recruit motivated 8th graders to apply for competitive spots as BHGH scholars. When BHGH scholars become high school seniors, Program Managers (PMs) intensively support them through the college application process. PMs, as part of the BHGH program team, help scholars transition to college and continue to be a resource for them throughout their college journey. The program team strives to do all of this in a nurturing, respectful, and culturally fluent environment consistent with the values of Boys Hope Girls Hope. The PM oversees the day-to-day operation of a high school-based program site and reports to the Program Director.

Major Areas of Responsibility

BHGH Academy Development and Programming

1. Develop, implement, and monitor programming such as field trips, book clubs, career panels, and a summer project-based learning experience
2. Create and facilitate supplemental academic curricula such as standardized test prep, life skills classes, and supplemental English and Math lessons
3. Coordinate field trips such as college visits and service trips
4. Guide students to create success plans, set and manage goals, and keep records of their accomplishments
5. Maintain regular communication with school staff (deans, teachers, coaches, and counselors) to help BHGH scholars become highly involved, successful members of their high school community
6. Coordinate with tutors, mentors, and other volunteers coming in to the Academy
7. Help scholars gain access to enrichment opportunities with partnering education and youth development organizations, such as Teens Inc., YAASPA, Junior Achievement, Rotary Youth Leadership and others.
8. Communicate college scholarship application process to students and families.
9. Hold older students accountable as they navigate these processes: communicate opportunities, help students understand deadlines, help students develop and edit application essays
10. Create relationships with feeder schools in the area and current high school teachers to recruit and select new students to the program
11. Create a welcoming, respectful atmosphere, and continually foster a sense of community for teens and families

Administrative and Record Keeping

1. Maintain up-to-date program records and provide periodic reports to the Executive Director and Program Director with all information necessary to carry out their supervision, governance, and planning responsibilities. Program records include scholar success plans, academic records, participation records, assessment results, and other data as required.
2. Maintain and update complete scholar files (physical files and data-base records) for BHGH Academy.
3. Ensure proper care, maintenance, and tracking of BHGH Academy property, including technology, educational supplies, and recreational equipment.

Critical Criteria

Applicants must:

- Have Bachelor's degree and one year full-time work with a similar population
- Be at least 21 years of age
- Possess a valid driver's license and a good driving record

Certification in CPR and First Aid will also be required as a condition of continued employment.

Required competencies for success:

- Knowledge of teaching methodologies; Ability to interpret testing and evaluations
- Proficiency in a variety of technology tools and social media platforms
- Ability to communicate clearly and effectively with adolescents, their guardians or parents, co-workers and supervisors, teachers and other audiences verbally and in writing
- Creative in presenting material and motivating scholars to pursue their education
- Ability to coach positive study habits and problem solving skills
- Curiosity and a life-long passion for learning
- Professional work habits and dress
- Ability to develop appropriate relationships with different populations, including scholars and their families; Sensitivity to different religious backgrounds, and cultures
- Flexibility to manage several projects and activities at the same time
- Ability to manage a petty cash account, including reconciling monthly balance with bank statement
- Knowledge or record keeping and professional documentation standards
- Ability to set, measure and implement programmatic goals
- Ability to provide training, constructive feedback and supervision of volunteers
- Conversational fluency in Spanish is preferred, but not required.

Working Conditions

The position is based in the BHGH Academy office and classroom at a partnering school. The position requires supervision of volunteers, regular written and verbal communication and administrative duties. This position requires the ability to travel to area schools, scholars' homes, colleges, university and events. This position makes extensive use of phone and computer to complete work. Regular evening and weekend work are required. Must be able to provide supervision to adolescents in a school, classroom and community setting. It is a 40-hour per week position.

To apply, go to: <https://boyshopegirlshope.org/connect/careers/>