



**Position Title:** BHGH Academy Program Manager

**Reports To:** Chief Program Officer

**Classification:** Exempt

**Date:** January 2023

**Supervises:** Academy Volunteers

**Salary Range:** \$45,000-\$50,000

### **General Description**

Boys Hope Girls Hope Academy Programs guide and support students from 9<sup>th</sup> grade to and through college. Through year-round programming that includes college and career readiness activities, tutoring, internships, community service, and recreational activities, BHGH creates a college going culture that prepares *motivated young people in need to become well-educated, career ready men and women*. BHGH high school enrichment also includes service learning, character education, and life skills programming to promote positive youth development. Program Managers work closely with educators and community partners to recruit 8<sup>th</sup> graders to apply for highly competitive seats as BHGH scholars. As scholars become high school seniors, Program Managers assist seniors with the college admissions process including college application, FAFSA completion, scholarship applications and post-secondary transition. The Program Manager leads and oversees the day-to-day operation of a school-based program through culturally responsive practices that make learning more relevant and effective and align with the values of Boys Hope Girls Hope. The Program Manager reports to the Chief Program Officer.

### **Major Areas of Responsibility**

#### **Boys Hope Girls Hope Development and Programming**

- Develop, implement, and monitor programming
- Create a safe, welcoming, respectful, and culturally responsive learning environment
- Hold scholars to high expectations and encourage enrollment in Honors, Advanced Placement, and Concurrent enrollment courses
- Create a strong college going culture
- Monitor and track attendance and academic progress
- Serve as liaison with school staff, community partners, and families/guardians
- Coordinate field trips such as college campus visits and service trips
- Support scholars with identifying enrichment opportunities in the metro area and beyond
- Lead, coordinate and facilitate recruitment activities
- Develop and lead robust summer programming

#### **Administrative and Record Keeping**

- Maintain program records and provide reports to the Executive Director and Chief Program Officer with designated information to carry out supervision, governance, and planning responsibilities. Program records include scholar success plans, academic records, participation records, assessment results, and other data as required.
- Maintain and update complete scholar files (physical files and database records) for the Boys Hope Girls Hope Academy.
- Ensure proper care, maintenance, and tracking of Boys Hope Girls Hope Academy property, including technology, educational supplies, and recreational equipment.

### **Critical Criteria**

Applicants must:

- Have a 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 good driving record
- Certification in CPR & First Aid will be required as a condition of continued employment
- Successfully pass a background check, health and drug screen

**Required competencies for success:**

- Knowledge of teaching methodologies
- Ability to analyze and interpret assessments and evaluations
- Proficient in Microsoft Office, Office 365 and social media platforms
- Ability to communicate to diverse audiences
- Effective in motivating scholars to pursue education
- Ability to cultivate relationships with different populations, including scholars and their families
- Ability to multi-task with projects and activities
- Ability to manage a budget and reconcile monthly balance with bank statement
- Ability to deliver training, constructive feedback and supervision of volunteers
- Conversational fluency in Spanish is preferred, but not required
- Teaching/Programming background is preferred, but not required

### **Working Conditions**

The position is based in a classroom setting at a partnering high school. The position requires supervision of students and volunteers, regular written and verbal communication, and administrative duties. The position requires reliable transportation and the ability to travel for business related engagements, including area schools, scholars' homes, colleges, university and events. This is a 40-hour/week full-time position that will require some evening and weekend work.

To submit resume, click [here](#).

[www.bhghcolorado.org](http://www.bhghcolorado.org)