



Summer Program Manager – Boston, MA

ABOUT JUMPSTART

Jumpstart is a national early education organization that recruits and trains college students and community volunteers to work with preschool children in low-income neighborhoods. Through a research based curriculum, Jumpstart children develop the language and literacy skills they need to be ready for school, setting them on a path to close the achievement gap before it is too late. Join us to work toward the day every child in America enters kindergarten prepared to succeed. Learn more at www.jstart.org.

POSITION OVERVIEW

The Jumpstart Summer Program Manager is a 6-month (40 hours/week, February-August) position working directly with community partners, preschool programs, and AmeriCorps member volunteers to execute a summer program for children ages 3-5 years old. AmeriCorps members serve preschool children in Boston, MA. The Summer Program Manager is responsible for all aspects of summer programming, including but not limited to: recruiting and training AmeriCorps member volunteers; working with community and preschool partners to establish service locations; collaborating with community partners to engage families; quality monitoring through observation and feedback; coaching, modeling and working directly with the AmeriCorps member group; and working with teaching staff for data collection. The Summer Program Manager works closely with the Senior Director of Programming to gather feedback at all levels to improve programmatic quality and efficacy.

The Summer Program Manager is supervised by the Senior Director of Programming.

SPECIFIC RESPONSIBILITIES

- **The Summer Program Manager cultivates a deepened understanding of Early Childhood Education by:**
 - Facilitating the Jumpstart training series for AmeriCorps members; developing ongoing training content to meet the needs of members throughout their experience
 - Observing Jumpstart Session to monitor the quality of interactions between AmeriCorps members and children and to support strong implementation of the planned curriculum
 - Providing coaching and feedback to AmeriCorps members based on observations related to Jumpstart's standards of quality
- **The Summer Program Manager demonstrates leadership by:**
 - Providing AmeriCorps members with systematic supervision and support, consistent and responsive management, and clear ongoing communication
 - Facilitating planning meetings to prepare AmeriCorps Team Leaders for Jumpstart Session implementation
 - Supporting the hiring and/or onboarding of a classroom teacher
 - Representing Jumpstart with community and preschool partners and in the community

- **The Summer Program Manager develops a deeper understanding of non-profit management by:**
 - Collaborating with community and preschool partners to meet the needs of children and families
 - Completing tasks associated with evaluation, data collection, file compliance, and budget management
 - Working closely with the Senior Director of Programming to develop and carry out a comprehensive feedback loop to improve program efficacy
 - Working, at times, autonomously to develop strategies, tools and resources for the betterment of the program

QUALIFICATIONS

- Commitment to Jumpstart’s mission and values of learning, determination, connection, joy, and kindness
- Associate’s degree in education along with at least two years of professional experience; Bachelor’s degree in education or related field preferred
- Experience working in an early childhood setting and/or knowledge of early childhood development
- Experience managing volunteers; community service experience preferred
- Comfortable interacting with people who have a wide variety of backgrounds, experiences, and identities
- Ability to work effectively and sensitively with children and families from low-income communities
- Flexibility and up to the task of managing a pilot initiative
- Ability to manage several tasks and situations simultaneously
- Organized, detail oriented and ability to meet tight deadlines
- High level of motivation and ability to function as a self-starter
- Excellent verbal and written communication skills; Spanish language fluency preferred
- Competency with Microsoft Office applications
- Ability to fulfill commitment to a 6-month position with significant local travel required

START DATE

February 1, 2017

LOCATION

Boston, MA

TO APPLY

Please send your resume and a thoughtful cover letter to region1jobs@jstart.org

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Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.