

## **Job Title: Academic Program Manager**

Blue Sky Fund is a local Richmond non-profit based in Church Hill. Our mission is to provide transformational experiences for Richmond youth through outdoor education through two core program areas - academic and adventure. The Academic Program Manager (APM) will be responsible for the planning and management of program logistics, curriculum, staff, and partners for our elementary program, Explorers. Under the supervision of the Programs Director, a successful APM will steward the relationships with the principals and teachers at our 12 Richmond Public School partner schools; hire, train, and evaluate program staff (17-22 people); and lead the development and execution of program curriculum.

### **Essential duties and responsibilities:**

1. Enhance and implement program goals and models for academic/school-based programming:
  - Provide students experiences in nature and the opportunity for outdoor exploration in a safe and nurturing environment
  - Prepare program staff to teach a hands-on, experiential science curriculum that relates to elementary SOL standards with a focus on Science and Engineering Practices, enriches standard curriculum, and supports academic achievement
  - Provide meaningful assistance to school educators by providing experiences that help them effectively teach science
2. Evaluate and report on program goals both internally and externally
3. Direct and manage daily operations of Explorers Program, including:
  - Curriculum development and lesson-plan formation
  - Schedule and coordinate transportation with third party vendors
  - Site identification and reservation
  - Manage program budget
4. Hire, train, and manage all staff, interns, and volunteers that support the Explorers program. Training subjects include:
  - Science content and pedagogy
  - Placed based learning techniques
  - Trauma informed care
  - Mindfulness and team building activities
  - General behavior management
5. Update Explorers Handbook as needed
6. Strengthen community and school relationships via regular communication, meetings, and program visit invitations
7. Research best practices in outdoor science and experiential education and incorporate them into program models
8. Perform other duties as assigned and as needed in the absence of other program staff

### **Minimum Job Requirements**

- Passion and connection to Blue Sky Fund's mission
- Bachelor's degree in education, science, environmental studies or related field
- Two years of teaching or related professional experience in education, curriculum development, and working with youth from lower socioeconomic communities
- Experience managing others in a professional setting
- Experience in program planning and implementation
- Clear and professional written and oral communication skills
- Strong organizational and time management skills, and the ability to multitask and prioritize tasks to meet deadlines
- Experience with Microsoft Office Suite (Word, Excel, PowerPoint) and Google Suite (Gmail, Google Drive)
- Strong relationship building and interpersonal skills with the ability to work well with a diverse group of stakeholders
- Reliable transportation to access parks and green spaces in the Richmond metro area (mileage reimbursement available)
- Ability to participate in outdoor, physical activities during academic programs such as (but not limited to): hiking, lifting (up to 50 lbs.), playing games and sports

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### **Preferred Experience:**

- Master's degree in education, science, environmental studies or related field
- Five or more years of professional experience with demonstrated success, preferably in education, environmental studies, science curriculum development, youth non-profit work, or related fields
- Demonstrated leadership experience building productive and engaged teams
- Experience in adult learning.
- Knowledge of outdoor spaces in the Richmond region

### **Job Benefits:**

- Salary range: \$44,000-\$56,000 DOE
- Medical, dental, and vision benefits with employer contribution
- Employee Assistance Plan (EAP)
- Retirement benefits with employer match
- Professional development stipend
- Partial cell phone stipend
- 14 days of paid time off with annual increases
- 13 paid holidays

### **Job Details:**

This is a full-time, exempt position based on 40 hours per week, primarily Monday through Friday, with occasional evening and weekend hours in support of the job responsibilities. Position is based in Richmond, VA.

All Blue Sky Fund employees are required to submit proof of up-to-date vaccination against COVID-19. Religious and medical exemptions will be reviewed on a case-by-case basis.

Preferred start date of mid-June, but can be flexible for the right candidate.

### **How to Apply:**

Please fill out an online application on our website: <https://blueskyfund.org/get-involved/employment>.

If you have any questions, please contact Josh Bearman, Programs Director, via email at [josh@blueskyfund.org](mailto:josh@blueskyfund.org)

**Priority will be given to applications received by April 5th, 2023.**

*Blue Sky Fund is committed to creating a diverse, inclusive, and equitable workplace in which all participants, employees, volunteers and supporters feel valued and respected.*