



Full-Time Program Manager

A Unique Opportunity to Help Talented Youth Get Into and Succeed in College

About the Organization

Founded in 2016, Leap Year is an innovative nonprofit start-up working to prepare young, talented students to reach their academic and leadership potential by attending college and breaking the cycle of poverty. We accomplish this mission by helping low income high school graduates succeed in college through a community service gap year program.

In our yearlong program, Leap Year Fellows spend 20 hours per week on college readiness through ACT prep, reading/writing tutoring, applying to college, completing FAFSA, gaining socio-emotional learning, and taking real college classes for credit. The other 20 hours per week Fellows serve as part-time AmeriCorps reading coaches at a local elementary school, gaining invaluable leadership skills while making \$550 per month, earning a \$3,000 scholarship, and helping position the next generation for future success. Their Leap Year culminates with Fellows entering college prepared to graduate and become the changemakers our communities need. Learn more about our work here: www.theleapyear.org.

Summary

The Full-Time Program Manager will serve as the academic tutor and mentor for our twelve Leap Year Fellows while serving as the lead other aspects of the organization's work. They are responsible for ensuring that our Fellows are ready for the academic, social-emotional, and logistical challenges of enrolling in and graduating from college, as well as helping to guide the growth of our high potential nonprofit start-up.

Key Responsibilities – *please read all carefully*

- ❖ Work daily with Leap Year Fellows to teach and review the academic skills needed to succeed in college; implement our college readiness curriculum (and create curriculum to supplement ours when needed) which includes, but is not limited to, writing assignments, readings and discussions, presentations, debates, and team and individual projects.
- ❖ Prepare Fellows to achieve improved scores on the December ACT exam; teach workshops on basic English and Math concepts, review basic academic knowledge, teach effective study skills and habits, use Princeton Review ACT test prep, help Fellows overcome the social-emotional challenges they will face during their hard work in our intensive programming.
- ❖ Help Fellows create target college and scholarship lists and submit applications; meet Fellows and their parents to submit FAFSA applications; organize opportunities for college tours, career exploration trips, guest speakers, team building activities, and fun trips and outings; meet with Fellows' parents for update meetings.
- ❖ Ensure the positive culture of Leap Year is embodied in the programming; create, organize, and lead Fellows in activities and discussions on social and global issues, teambuilding, and confidence building, and informing and readying them for the social

and emotional rigors of college life; organize celebratory events (such as LY graduation and signing day).

- ❖ Oversee the recruitment process by building relationships with local high school leadership, teachers, and counselors; give presentations to high school staff and students on the program; oversee Fellow application process by reviewing applications and following up with potential applicants.
- ❖ Create and oversee volunteering opportunities; reach out to local volunteer groups and companies to organize volunteering experiences; build and maintain relationships with past volunteers; organize signature volunteering events.
- ❖ Support the Leap Year Executive Director by assisting in organizing fundraising events, managing Leap Year's social media accounts and email communications, attending community meetings, assisting with administrative work, and filling in for colleagues when needed.

Position Details

Tentative start date: July 15th, 2018

Length of contract: One year (with optional renewal)

Tentative schedule: Monday - Friday 8:00am – 4:30pm, occasional evening and weekend work required; full-time staff receive 15 paid personal days/year plus paid program/holiday breaks

Salary: \$38,000-\$40,000 per year

Qualifications

Successful candidates must have:

- Bachelor's degree (Masters is a plus)
- Two+ years of experience teaching high school students
- A valid driver's license and access to their own car
- Passed a criminal background test
- Passion for and commitment to working with high potential youth.
- Patience, openness, adaptability, creativity, and a sense of humor (we are a start-up!)

Interested? We hope so! Next steps:

1. Interested candidates, please upload your resume and fill out the short questionnaire at www.theleapyear.org/hiring.
2. We will schedule a brief call with invited candidates to get to know you and discuss the opportunity in more detail.
3. In-person interview and reference check.
4. Together, we help talented students prepare for college and leadership!

If you have any questions or difficulties uploading your resume, please reach out to Amber Scott at leapyearusa@gmail.com. Thank you!