



2019-2020

After-School and Volunteer Program Manager

Position Summary

Boston Collegiate Charter School seeks a self-motivated, problem-solving, adaptable, and diligent professional with strong interpersonal, organizational, written, and communications skills to join our team in the newly established role of Volunteer and After-School Manager. Reporting jointly to the Directors of Operations and Development and Communications, the After-School and Volunteer Manager will work in a fast-paced environment, interacting daily with a variety of audiences, including students, families, teachers, school administrators, external partners, and volunteers.

Key responsibilities include, but are not limited to:

- Grades 5-8 After-School Program Design and Management
 - Envision and design an after-school program that provides unique opportunities and support to students in grades 5-8;
 - Secure and manage after school staff to provide programming including but not limited to: sports programming, homework support, affinity groups, and arts programming (partnering with the Arts Coordinator to do so);
 - Utilize volunteer base, high school students, and 8th grade peer mentors when appropriate to supplement program offerings;
 - Operate a fiscally responsible program within the confines of the allotted budget;
 - Manage all aspects of the operations including but not limited to: student invitations to attend, arrival and departure, attendance, parent communication, snack delivery, etc.;
 - Work closely with the Lower School and Middle School Deans and Principals to ensure that student behavioral and cultural norms are upheld and supported; and
 - Ensure that all space used is respected and cleaned prior to the close of the program.

- Volunteer Management and Recruitment
 - Liaise regularly with school teachers and administrators to understand student and teacher needs and identify opportunities for volunteers engagement;
 - Design and manage meaningful, ongoing volunteer experiences that support students and help lift the load for teachers, with a goal of improving teacher quality of life;
 - Serve as the external face of the school's volunteer program, creating a positive and passionate environment that leaves participants feeling motivated, inspired, and stewarded;
 - Develop and execute creative volunteer recruitment strategies;
 - Create a volunteer tracking system that captures data including, but not limited to: basic personal information, areas of interest, and volunteer hours logged; and
 - Manage all external communication to volunteers, including available opportunities, volunteer logistics, schedule changes, and more; and

- In partnership with the Development team, source individual and corporate volunteers and help discern mutually beneficial opportunities for volunteer engagement.
- Instructional Support
 - Teaching up to four periods (or one day) a week of programming at the Lower School, which may include athletic, emotional, or computer classes based on the candidates strengths and interests as mutually agreed upon with the Lower School Principal.

Qualifications

- A Bachelor's degree preferred;
- At least two years of work experience, preferably in volunteer coordinating and/or a school-setting;
- Ability to thrive in a fast-paced environment;
- Eagerness to build capacity and further develop a structure for both the volunteer and after-school programs;
- Superior oral and written communication, organizational skills, and attention to detail;
- Ability to build and manage relationships with students, internal staff, and external stakeholders;
- Passionate commitment to the mission of Boston Collegiate Charter School and the students it serves.

To Apply

Please visit our website, www.bostoncollegiate.org/careers, to apply for this position. Telephone and email inquiries are not encouraged.

About Boston Collegiate Charter School

Boston Collegiate Charter School, originally South Boston Harbor Academy, was founded in 1998 and has since grown from serving 120 students in grades five through seven to now serving 700 students in grades five through 12. In 2004, after moving to its current location in Dorchester, the school changed its name to Boston Collegiate Charter School and simplified its mission: to prepare each student for college. Since then Boston Collegiate Charter School has worked hard to earn its reputation as one of the highest performing, non-selective schools in the state:

- In 2018, 95% of students scored Advanced or Proficient on the 10th grade English Language Arts (ELA) MCAS exam, compared with the state average of 90% and 92% of students scored Advanced or Proficient on the 10th grade Mathematics MCAS exam, compared with the state average of 78%. In addition, 94% of students scored Advanced or Proficient on the 9th grade Physics exam.
- 76% of Boston Collegiate Charter School alumni have either graduated from or are currently enrolled in college; the majority of these students are or will be the first in their families to earn a college degree.
- Graduates of Boston Collegiate Charter School currently attend some of the most prestigious colleges in country, including Amherst, Brown, Dartmouth, Harvard, and every school within the University of Massachusetts state school system.

For more information about Boston Collegiate Charter School, please visit our website at www.bostoncollegiate.org.

Boston Collegiate Charter School is an equal opportunity employer and as such, we make employment decisions without regard to race, color, religion, national origin, age, gender identity, sexual orientation, veteran status, genetic information, or disability. We are committed to building a supportive and inclusive workplace that reflects the diversity of the city of Boston.