



Leap Year Program Director

Summary

Leap Year is a young, nonprofit organization that is improving college success and literacy results in metro-Atlanta by recruiting first generation high school graduates to serve as reading coaches through our community service and college readiness gap year program. The Program Director will provide leadership for a team of Program Managers and daily oversight of our literacy and post-secondary work. They are responsible for ensuring high quality programming, and that over the course of the year our Fellows are successful in improving the literacy skills of our elementary students', while performing well in their college classes, and learning the professional skills they will need for future careers.

Key Responsibilities

- Director of Programs will be responsible for the operational success of the program, ensuring seamless team leadership, program delivery, quality control, and evaluation of our literacy and post-secondary program model; provides direct supervision, training, and coaching to three to four Program Managers; assists with hiring, monitoring, and evaluating staff in accordance with organizational procedures; serves as a senior leader and mentor to program participants.
- Provide daily oversight and management of programming model; make weekly visits to partner elementary schools to observe programming and have one-on-one check-in meetings with Program Managers; lead literacy curriculum implementation; provide daily program implementation support to Program Managers.
- Oversee academic prep programming by serving as lead on planning, implementation, and effectiveness of Leap Year's academic support programming; provide leadership and oversight of assignment and grade tracking; provide direct tutoring support to Fellows during their credit-bearing English and math classes at Georgia State University to ensure that Fellows succeed in their first college classes.
- Serve as lead for programming staff, leading program team meetings, filling-in for Program Managers when they are out of office and serving as the first point of contact for addressing program, Fellow, and/or partner issues; oversee daily activities by managing the program calendar and communicating with program staff to manage current and future program planning.
- Lead the collection of program impact data; support organization's impact evaluation efforts for both literacy and college readiness; monitor programmatic outcomes and implement changes as needed to meet organizational goals.
- Oversee efforts to maintain positive culture among the staff and Fellow cohort, including brainstorming positive culture traditions; provide oversight and implementation of Fellow performance Improvement Plan.
- Oversee and manage nonprofit and corporate partnerships including but not limited to elementary school partners, Georgia State University, and corporate partners.

- Drive Fellows daily to program events as needed in the Leap Year 15-passenger van; support Leap Year operational oversight, including addressing routine and emergency vehicle maintenance.
- Provide administrative and project management support to the Leap Year team as needed; manage Leap Year's marketing efforts by frequently creating and documenting program videos, pictures, and impact stories; support the Leap Year team's efforts for program growth, visibility, and fundraising; support and fill-in for colleagues when needed.

Position Details

This is a full-time position with the working hours of Monday - Friday 8:00am – 4:30pm, with occasional evening and weekend work required.

Qualifications

Successful candidates will have:

- Bachelor's degree (first generation graduates are encouraged to apply!)
- At least 10 years of nonprofit program management experience with three of those in a team management role
- Background in teaching and/or social work
- Passion for and experience working with teenagers and high potential youth
- Experience working on a high-performance, highly collaborative team
- Excellent verbal and written communication skills with exceptional attention to details
- A valid driver's license (with a safe driving record) and access to their own car
- Passed a criminal background test
- Patience, openness, adaptability, empathy, and kindness

Apply at <https://forms.gle/bXUhvQwxqRB91YJZ7> or www.theleapyear.org/hiring