



## **Enrichment Manager**

### **Job Description**

#### **Position Overview**

The Freedom School Partners (FSP) Enrichment Manager will plan, execute, and monitor all scholar enrichment activities and signature program events for the Children's Defense Fund Freedom Schools® summer program. These include field trips, on-site activities (OSA), citywide events, and transportation related to field trips and events. The Enrichment Manager will oversee the purchase and management of supplies and materials, and FSP's offsite storage facility.

#### **Primary Responsibilities**

##### ***OSAs and Field Trips***

- Create daily schedules and summer calendars for all sites.
- Maintain site specific enrichment calendars.
- Investigate and secure field trip locations, including arrangements for travel, food, safety, and payment.
- Coordinate on-site enrichment activities, including instructions and supply purchases. Particular focus on culturally relevant, high interest and STEAM activities.
- Contact community partners to schedule additional activities.
- Support tracking of expenses to ensure that enrichment programming stays within the approved budget.
- Plan bus routes for field trips in collaboration with the Transportation Coordinator.
- Communicate site calendars and special dates/times to CMS Nutrition and Cafeteria Managers, and arrange for lunch on field trips, as needed.
- Establish expectations and train summer staff on field trips and OSAs during in-town training.
- Monitor implementation of OSAs to ensure quality.
- Address concerns from sites as they arise concerning field trips and OSAs.
- Determine evaluation of all field trips and OSAs (surveys, interviews, etc.) and communicate feedback to providers.
- Coordinate the Level 4 educational trip in collaboration with the Scholars and Families Manager.
- Oversee the management of FSP's offsite storage facility.
- Assist with additional program-related duties, as needed.
- Supervise the Supplies and Materials Coordinator.

##### ***Signature Program Events***

- Lead the planning and implementation of signature program events (such as Jubilee, Field Days, Level 3 events, etc.).
- Lead the development and execution of Finale plans, including location, food, invitations and decorations.
- Ensure the events remain within budget and that all members of the FSP team have updated information on a regular basis.

#### **Qualifications/Knowledge/Education**

- Bachelor's degree or equivalent knowledge and experience
- Strong communication skills, and ability to communicate responsibly, maintain confidentiality, and strong attention to detail and accuracy
- Working knowledge of Microsoft applications (Word, Excel, PowerPoint, Office 365)
- Experience with a Cloud-based platform, i.e. SharePoint or OneDrive
- Organized, with a strong ability to multi-task
- Willingness to learn computer applications
- Comfortable working in collaboration with others
- Professional presence and presentation
- Highly motivated and willing to support organizational needs beyond primary responsibilities
- Appreciation and support of diversity, equity, and inclusion
- Commitment to CDF Freedom Schools®
- Valid ID and reliable transportation
- Satisfactory drug test and satisfactory background check for criminal and child protective findings



### **Accountability**

Shall be accountable to the Senior Program Director.

### **Compensation, Status, and Benefits**

- Competitive Salary \$45,500-\$50,000
- Full-Time (40 hrs./wk.; position may include occasional evenings and weekends)
- 10 vacation days earned after 90 days of successful employment (prorated to the start of the calendar year); additional days earned after two years of employment
- 10 paid holidays (defined annually) and 2 floating holidays
- 10 sick or personal leave days per calendar year
- Individual health, life, and AD&D insurance coverage through the organization's policies, premiums paid in full
- Option to participate in dental and vision insurance (employee paid)
- Option to participate in flex benefit plans (FSA and DCA)
- Option to participate in SIMPLE IRA plan, in which FSP matches employee contributions up to 3%

### **About Freedom School Partners**

Freedom School Partners (FSP) is a nonprofit organization that strives to stop summer learning loss by offering opportunities that build children's reading and social-emotional skills. FSP serves our community's most vulnerable children, providing access to a rich summer learning experience in which they maintain or gain reading ability. Freedom Schools are led by college student interns and connect scholars to a broader community that believes in and advocates for them. In addition, FSP engages parents as partners to support scholars' success. FSP's mission is to inspire our scholars to love reading and learning, believe in themselves, and create extraordinary futures.

### **Application Process**

Interested applicants should send resume and cover letter to [admin@freedom-schoolpartners.org](mailto:admin@freedom-schoolpartners.org) with Enrichment Manager in the subject line. No phone calls, please.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work performed by the person(s) assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

### **Equal Employment Opportunity**

FSP desires to have a workforce, which is diverse and inclusive. FSP offers equal employment and advancement opportunities to qualified individuals without regard to race, color, religion, creed, ancestry, national origin, sex, age, disability, marital or veteran status, sexual orientation, gender identity, political ideology, or membership in any other legally protected class.