

Position Summary

New England Science & Sailing Foundation (NESS) seeks an AmeriCorps Manager to administer our new AmeriCorps program, in partnership with the New London STEM Academy at Bennie Dover Jackson Middle School in New London, Connecticut. The AmeriCorps Manager will help build this inaugural program to change young people's lives by providing opportunities for transformational experiences and personal growth through integration of NESS's STEM-based adventure education program with their middle school curriculum.

The AmeriCorps Manager will oversee a team of ten AmeriCorps Members (four Classroom Educators and six Field Educators) as they implement and help develop NESS's STEM-based adventure education curriculum. This is a great opportunity for a passionate, motivated individual to be an integral part of this vibrant, growing organization while at the same time serving underserved students through the AmeriCorps national service model. Programs include both academic year and summer classes for middle school students. You must be able to work within a team as well as on your own, with proven skills managing others as well as experience as an AmeriCorps Manager or Member. This position requires the candidate to work closely with the AmeriCorps Members, the NESS Program Director, other NESS staff, and our partner staff from the Bennie Dover Jackson Middle School's STEM Academy.

NESS's nationally-recognized, award-winning adventure education programs combine sailing and science for innovative STEM programming and partnerships leading to inclusiveness, experiential learning, personal growth, and stewardship of our community and environment.

Duties and responsibilities:

- Administer the overall AmeriCorps program: managing, reporting, scheduling, conducting meetings, documenting outcomes, complying with regulations, maintaining the AmeriCorps identity, etc.
- Recruit, hire, and manage ten AmeriCorps Members (four Classroom Educators and six Field Educators).
- Schedule and manage both initial and on-going training for AmeriCorps Members.
- Help develop and implement a comprehensive compliance and accountability platform to ensure compliance with AmeriCorps rules & regulations (including prohibited activities), including policies & procedures, training, continuous monitoring, performance measure documentation, weekly and monthly meetings, and periodic formal reviews and reports.
- Facilitate collaboration among AmeriCorps Members, STEM Academy staff, and NESS staff to provide high quality adventure education experiences to students, integrating the NESS and STEM Academy curricula.
- Facilitate collaboration among NESS staff and STEM Academy staff to assess and address the needs of the AmeriCorps members, including support for training, career options, public speaking opportunities, effective resume and interviewing techniques, etc.
- Develop and implement a proactive approach to students' parent/guardian involvement. Implement three major parent/guardian events.
- Help recruit and work with volunteers from the community.
- Meet with community members, parents, business leaders, and representatives from higher education and other organizations.
- Help implement NESS safety plan to maintain campus and offsite safety.

Desired Skills:

- Well-developed skills in program development and management, budget management, personnel management, accounting, data management, conflict resolution, and organization.
- Skills and experience in managing an AmeriCorps program (or other federal grant program) and practical knowledge of AmeriCorps regulatory compliance.
- Effective skills in interpersonal relationships, written and verbal communications, problem solving, decision making, group dynamics, and public speaking.

- Working knowledge and experience with Microsoft Office including Word, Excel, Outlook, and PowerPoint.
- A strong team player and excellent motivator.
- Experience working with volunteers, parents, and students.
- Skills and experience in Marine Science, Sailing, and Kayaking in an adventure education setting.

Requirements:

- BA or BS degree
- Teaching certification desirable but not necessary
- CPR & First Aid (training will be provided)
- Pass National Service Criminal History Check
- Valid driver's license & your own transportation

Reporting Relationships:

- Reports to the NESS Program Director.
- Excellent working relationships expected with AmeriCorps Members, Program Directors and staff, maintenance staff, office staff, other NESS employees, directors, volunteers, and partner staff, students, and parents.

Compensation:

- Salary commensurate with experience.
- 10 paid holidays each calendar year.
- Three weeks paid vacation each calendar year, to be taken during approved, sometimes pre-determined times.
- Premiums for health insurance, dental insurance, and short term disability.

To Apply:

Please submit a cover letter and resume to Jodie Kubachka: jkubachka@nessf.org

About NESS:

Selected by US Sailing as the Outstanding Community Sailing Center in the nation for 2013, New England Science & Sailing Foundation is an inclusive 501(c)(3) non-profit adventure education organization dedicated to inspiring individuals to discover themselves through the enjoyment of the sea. The reputation of NESS is based on a decade of facilitating safe, exciting, educational programs that fully immerse individuals of all ages into the world of the marine environment, sailing, and adventure sports. To accomplish our mission, we have developed a broad range of year round experiential learning programs both on and off the water that promote ocean safety, fun learning, and personal growth. In 2013, NESS provided its innovative adventure education opportunities to nearly 2,700 students. For further information about NESS, please visit www.nessf.org.