



Academic Elementary Program Coordinator

Type: Full Time with Benefits
Reports To: Chief Program Officer

Work Location: Hybrid remote in East Boston, MA 02128

About Boston Scores

Boston Scores is a 501(c)3 nonprofit that delivers free after school and summer learning programs for urban students in grades K-12 that combine soccer with classroom-based poetry and service-learning into a cohesive whole-child enrichment program. Boston Scores is one of 11 affiliates of the America SCORES network (a World Cup 1994 Legacy Program) in cities across the United States and Canada. Founded in 1999, Boston Scores today serves nearly 1,500 students each year on 60 school-based teams in the Boston Public School system, plus high school and summer learning programs. More info: www.bostonscores.org

About the Position

The Elementary Academic Program Coordinator supports the smooth and consistent delivery of Boston Scores programming to elementary partner schools, our coaching staff and participating youth. The Program Coordinator works directly with a subset of school partners, conducting site visits and de-briefs, problem-solving for site coordinators and overseeing payroll for coaches at those sites.

Responsibilities & Duties

Training

- Plans and delivers of Power of Poetry & Writing for the Community pre-season and mid-season training conferences (*Lead*)
- Plans mid-season training in the Fall & Spring (*Shared*)
- Plans Site Coordinator pre-season in the Fall & Spring (*Shared*)
- Determines & leads additional training opportunities for coach & program staff (Train the Trainer model) (*Shared*)

Program Management

- Supports the recruitment, hiring and onboarding of elementary enrichment coaches (*Lead*)
- Reviews & approves coach payroll hours for a subset of partner schools (*Shared*)
- Curates and sustains partner relationships that further the mission of Boston Scores (*Lead*)
- Creates in-season weekly Power of Poetry & Writing for the Community e-bulletins for Elementary enrichment coaches (*Lead*)
- Regularly visits program sites to ensure program quality outside of Game Days (*Shared*)
- Completes seasonal program site report cards and schedules debriefs with schools at the end of each season (*Shared*)
- Supports the onboarding on new elementary school partner schools (*Shared*)
- Lead in communications with elementary school site coordinators (*Shared*)
- Event leader for elementary enrichment culminating and special events (Poetry Slam, Poets' Banquet/Poet of the Year) for fall & spring seasons (*Lead*)
- Designs curriculum in collaboration with program staff and participating in the revision of national curriculum. (*Shared*)

- Collaborates with the America Scores national office regarding the National Poetry Slam, submission of student work samples, and data requests. *(Lead)*
- Creates and submits the Elementary Enrichment portion of Program Board Report *(Lead)*
- Distributes program supplies & equipment to schools *(Shared)*
- Works on-site with youth and coaches as a Game Day Marshal during the fall & spring season *(Shared)*
- Works directly with youth, coaches & faculty (instructing) at Summer program *(Shared)*

Organizational Support

- Support other organizational teams as required, based on resources and workload *(Shared)*
- Support Development Team events and meetings when needed.
- Other duties as assigned

Qualifications

- At least (1) year working in youth development or youth program design
- Demonstrated understanding of creative writing and service learning
- Must hold an Associate or Bachelor's degree from an accredited college or university
- Position requires frequent physical exertion, including helping to move and assemble large goals and lifting boxes weighing ~20 pounds
- A reliable form of transportation to access program sites located around the city.
- Spanish fluency a plus but not required

Compensation & Environment

Starting salary: \$40,000. Group Health Plan: 100% employer sponsored. Vision, Dental, LTD, STD, and Group Life Insurance: 100% employer sponsored. Matching 401(k) (eligible after 12 months of employment). 3 weeks accrued vacation each year to start (incrementally increasing to 6 weeks based on length of service). 12 paid holidays per year. 2 paid volunteer days per year Approx. 7 paid days off for winter shutdown break (in addition to regular PTO days). Ongoing training opportunities. We also offer a supportive team culture and schedule flexibility.

To Apply

Please email a couple of paragraphs describing your interest in this position along with your resume to Ivelisse Mendoza, Chief Program Officer, at ivelisse@bostonscores.org. Boston Scores is committed to recruiting and developing a diverse staff; individuals from all backgrounds are encouraged to apply. Boston Scores does not discriminate on the basis of race, color, ethnicity, religion, gender, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parenthood, or any other basis prohibited by applicable law