

Organization: B.E.R.R.'s Infinite Mindz Learning Pods Inc.

Director of Programming

This role is responsible for setting leadership standards, administering academic programs, and overseeing the development and implementation of educational initiatives.

Position Summary:

The Director of Programming will set the standards for leadership, creating measurable achievable goals, and providing the foundation to administer academic programs. The Director of Programming will help set, implement and maintain the highest standards of excellence in operating systems and educational programs within the B.E.R.R! The Director is also responsible for helping the President and her team of Executive Directors and Assistants do the planning, direction, development, administration, supervision, and implementation of a comprehensive internal and external development program that will be in compliance with NYSED whether for homeschooling, Afterschool, Out of School and Summer Learning.

Lastly, it is the director of programming's duty to provide these programs that will allow compliance with the funding. Creates, develops, facilitates, and evaluates existing and new activities, opportunities, and programs. Conceptualizes and implements new programmatic ideas, events, and processes to improve overall program experience and effectiveness. The director of programming oversees every step in the creation and implementation of new programming. They set goals for the organization's growth, develop plans for programs to meet those goals, and oversee the programs as they operate. A director of program development also keeps track of details such as budgets and deadlines in addition to following their big picture vision. The Director of programming will also support

Key Responsibilities:

- **Program Leadership and Administration:**
 - Set the standards for leadership.
 - Create measurable achievable goals.

- o Provide the foundation to administer academic programs.
- o Help set, implement, and maintain the highest standards of excellence in operating systems and educational programs within the B.E.R.R!
- o Help the President, the Executive Directors Team of Executive Assistants in the planning, direction, development, administration, supervision, and implementation of a comprehensive internal and external development program that will be in compliance with NYSED whether for homeschooling, Afterschool, Out of School, and Summer Learning.
- o Provide programs that will allow compliance with the funding.
- o Create, develop, facilitate, and evaluate existing and new activities, opportunities, and programs.
- o Conceptualize and implement new programmatic ideas, events, and processes to improve overall program experience and effectiveness.
- o Oversee every step in the creation and implementation of new programming.
- o Set goals for the organization's growth.
- o Develop plans for programs to meet those goals.
- o Oversee the programs as they operate.
- o Keep track of details such as budgets and deadlines in addition to following their big picture vision.
- **Operational Responsibilities:**
 - o Assure customer satisfaction, program quality assurance, and student achievement.
 - o Report concerns regarding instructional needs, materials, and supplies.
 - o Communicate with school principals and classroom Learning Pod's Directing Coordinator/Facilitator concerning program implementation.
 - o Establish a positive professional rapport with school staff, principals, and the school district.
 - o Submit Monthly Reports to Regional Directors and Regional Educational Quality Managers, as well as billing, budgetary forecasts, and other documents as necessary.

- o Prepare presentations for Monthly Team Meetings to address both instructional and business issues as required by the Regional Director and Instructional Support.
- o Assist Learning Pod's Directing Coordinator/Facilitator with the completion and submission of company, district, state, or federal required forms.
- o Provide guidance to Learning Pod's Directing Coordinator/Facilitator with record-keeping procedures and ensure that Catapult Learning required plans and reports are maintained and updated properly.
- o Overall responsibility to sign off and approve before and after-school program operations if the president, executive director, chairman, and/or executive director of policies and research is not able to do so.

Leadership

- The position is responsible for demonstrating leadership competencies to ensure the mission, purpose, image, and core values of BERR are conveyed. In order to accomplish this, the Director of Programming will:
- Demonstrated commitment to high standards of member service and programming
- Under the supervision of the President, the Director of Programming is responsible for overall supervision and leadership of the Infinite Possibilities program (afterschool and summer ost) and the Learning Pods Homeschool program.

Personal Attributes

- Commitment to BERR's core values of respect, collaboration, and diversity.
- Entrepreneurial spirit – ability to set the direction for the team and work toward organizational goals.
- High degree of commitment to and enthusiasm for collaboration.
- Have excellent organizational and interpersonal skills with the ability to manage several projects at once and meet deadlines in a fast-paced environment.

- A polished, professional demeanor with excellent written and spoken communication skills
- Ability to coach and mentor youth and adolescents between the ages of 7-25 years old positively.
- Ability to build and maintain strong relationships.
- Excellent communication skills, including the interest in learning by listening and the ability to build trust with those in a complex trauma living environment
- Political astuteness, and the ability to navigate a complex social network.
- “Can-do” solutions-oriented attitude.
- Strong work ethic coupled with an optimist’s enthusiasm and a pragmatist’s desire for action.

B.E.R.R’s Foundational Mission Statement

To Build up the people, we must do so with a dedication to family engagement, and Education while encouraging the Rise, and positive communal wellbeing, Restore growth, advancement, and stability to and for all.

The mission of The B. E. R. R. Academy Charter School and The Infinite Mindz Learning Pods

The mission of The B. E. R. R. Academy Charter School and The Infinite Mindz Learning Pods is to provide an enriching learning environment that dispels trauma, imparts strong morals, while encouraging the development of educational success, life skills, and post-secondary success while fostering positive self-efficacy and development

Minimum Requirements

- High School diploma or equivalent or working towards it.
- Must be at least 21 years of age and able to work between 10-20 Hours a week.
- 1 + year(s) of relevant youth experience
- Should have a valid driver’s license and meet agency driving standards

- Live in the city of Rochester or at the Surrounding College/ University Campuses

Plus, would include

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Social Work plus one (1) year paid full-time or its part-time equivalent professional** experience developing programming for youth services or direct youth service work, both of which must have involved working with disadvantaged/high risk youth such as those that are homeless, suffering from substance abuse disorder, or survivors of violence or sex trafficking, or other disadvantaged situations;
- OR, (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus two (2) years paid full-time or its part-time equivalent professional** experience developing programming for youth services or direct youth service work, both of which must have involved working with disadvantaged/high risk youth such as those that are homeless, suffering from substance abuse disorder, or survivors of violence or sex trafficking, or other disadvantaged situations;
- OR, (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus four (4) years paid full-time or its part-time equivalent professional** experience developing programming for youth services or direct youth service work both of which must have involved working with disadvantaged/high risk youth such as those that are homeless, suffering from substance abuse disorder, or survivors of violence or sex trafficking, or other disadvantaged situations;
- OR, (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

About The B.E.R.R. Society:

B.E.R.R. is an organization dedicated to building up individuals and communities through education, family engagement, and positive communal wellbeing. Our Infinite Mind'z Learning Pods is a non-profit

program under the BERR umbrella that provides a safe and enriching learning environment for students of all ages.

B.E.R.R.'s Foundational Mission Statement:

To Build up the people, we must do so with a dedication to family engagement, and Education while encouraging the Rise, and positive communal wellbeing, Restore growth, advancement, and stability to and for all.

The vision of The Infinite Mind'z Learning Pods:

The vision of The Infinite Mind'z Learning Pods is to sustain a well-rounded supplemental out-of-school/ after-school care program that provides an enriching learning environment, that dispels trauma, imparts strong morals, while encouraging the development of educational success, life skills, and post-secondary success while fostering positive self-efficacy and development.

To Apply:

Please submit your resume, cover letter, and references in the provided application <https://form.jotform.com/220436899814164>