

## Academy Operations Manager

### Role and Responsibilities

The Academy Operation Manager assists the Site Director in overall leadership of an Academy location, including staff management and day-to-day operations. Operations Managers interact daily with families and community members, and are the representatives of Project Scientist in the communities they serve. Operations Managers also work closely with Academy teams, supporting a creative and fun STEM-orientated environment that powers young girls to develop a deep love of learning and confidence in STEM. They own the talent lifecycle, coaching and development, of Student Fellows and creating a fun and exciting Fellowship Program. Operations Managers are problem-solving leaders consistent with fine-tuning operational logistics, ensuring program efficiency, and executing a successful academy experience. You will bring your own flair and expertise to create a site-specific culture that will add value to the Project Scientist vision and mission.

\*All offers are conditional on passing background checks and Live Scan results.

\*Must be CPR certified by April 1, 2020.

All Academy Operations Managers will be required to attend several (in-person and online) training sessions, specifically in May/June. Training sessions are mandatory. Those unable to commit to a training session will be evaluated on a case-by-case basis. Training schedule will be released in early March.

STEM Academy Site Director duties include:

### Pre-Academy (May-June)

Provide copy of current CPR/First Aid certification by May 1, 2020.

- **Collaborate and share your vision.** Two one hour zoom calls with PS Leadership in May to share updates on Academy preparation.
- **Recruit, Staff and Hire.** Participate in STEM Fellow intern interviews. Share feedback on interviews to ensure we hire the right talent for your site.
- **Train, Lead and Build Rapport.** Participate in position specific and full staff training activities (one weekend, in person in May/June, and site move-in weekend).
- Attend mandatory Parent Orientation night in May or June.
- **Deliver Academy Operational Logistics.** Organize and execute move-in to Academy site with site team. Delegate roles to execute inventory of all Academy supplies.
- Complete **required certifications** by June 1st: CA Sexual Harassment, mandated reporter, active shooter training. \*paid activities\*

**During Camp (Mid-June-Mid-August - depends on site)** *Academy runs for 3-6 weeks, starting as early as June and ending as late as mid-August, depending on location*

- **Work full time.** You'll be responsible for the Talent Lifecycle of Student Fellows and to execute as needed.
- **Plan, Drive and Execute.** Run daily operations of Academy, creating a high energy, fun and positive experience for campers. Ensure program efficiency through upkeep of inventory and staff schedules. Manage Expedition day process (bus schedule, site host communication, staying in schedule and pick-up/ Drop-off).
- **Coach and Develop, Team build and inspire.** You will be innovative in leading and managing staff, ensuring quality instruction, high energy, and overall performance and culture of Student Fellows team. You will engage and evaluate your team's performance using observation tools and deliver feedback accordingly; Meet with other STEM Teachers & STEM Fellows, before they leave each day, to learn what worked / didn't work and Stem Fellows for the next day.

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- **Deliver on Customer Satisfaction.** Develop relationships and communicate daily with parents. Continue collaboration with site hosts and facilities partners to ensure facility is well maintained and left in excellent condition daily and especially on last day.
- **Take time to reflect on what's working and not working.** Have a collaborative approach and communicate reflections weekly with COO.
- **Agility is Key.** Be quick on your toes to switch things up as needed. Working with children requires constant kinetic energy and a positive growth mindset. From working the air-conditioned indoors to outside summer heat, you'll need to roll with the changes that come from day-to-day academy management. There are times we work over a normal day of hours to get things done to make sure the week runs smoothly and parents concerns are answered in a timely manner.
- **Safety First.** Build and maintain a safe and inclusive environment where all students and staff can thrive.

## QUALIFICATIONS:

- College graduate or equivalent work experience
- Experience working with K-8th grade children
- Previous experience leading teams (Management experience a plus)
- Demonstrates business acumen and ability to drive customer loyalty
- Proven ability to effectively delegate, follow up and communicate direction
- Demonstrates ability to assess talent, coach, develop and manage performance
- Demonstrates ability to manage and deliver on complex and competing priorities with time management and organizational skills

## ABOUT US:

At Project Scientist, our promise is to educate, coach, and advocate for girls and women with an aptitude, talent, and passion for STEM. Through engagement of top STEM companies, universities, teachers and hands-on curriculum our girls discover the endless opportunities available to them in STEM.

- The only focused effort of its kind, Project Scientist is designed to create a STEM pipeline starting with girls as young as 4 years old to advance girls and women in STEM.
- We create a captivating learning environment that inspires girls to innovate through a hands-on STEM experience.
- We believe there is an Einstein in EVERY neighborhood.
- We encourage girls to embrace failure as part of innovations & provide the support girls need to overcome it.
- Girls are immersed in a community with like-minded individuals who enjoy exploring the sciences and celebrating their accomplishments. The girls also acquire the leadership skills needed to thrive in today's competitive STEM environments!

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## LOCATIONS / TIME COMMITMENT

You will apply for one of the sites on the right. There is an option to work both LMU and USC Academies. Please note if you would be interested in this option.

To apply for the Project Scientist Academy Operations Manager role, please complete and submit the following:

1. Operations Manager Application Form
2. Resume
3. At least one professional reference

Once you have completed all items above, please email your application and materials to [hiring@projectscientist.org](mailto:hiring@projectscientist.org). Reference forms can be sent directly from your reference or can be gathered with the rest of our application and emailed together. Applications will be accepted on a rolling basis through March 30. Qualified candidates will move forward with a phone or in-person interview. Hiring will be completed April 15. Any employment is contingent on the successful completion of a background check.

Project Scientist is an Equal Opportunity Employer and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability or genetic information. If you will need reasonable accommodations for the interview process, or have any issues with the application, contact Regina Ossey at [Regina@projectscientist.org](mailto:Regina@projectscientist.org).

## Example Daily Schedule

7:45-8am: Staff Meeting

8-8:30am: Camper  
Drop-off

8:30-9:15am: Camp Assembly

9:15-9:45am: STEM Superstar

10am-12pm: Hands-on STEM  
in Classrooms

12-1pm: Lunch/Recess

1-2pm: Hands-on STEM in  
Classrooms

2-3pm: Math/Mentor Moment

3-5pm: Innovation Labs

5-5:30pm: Pick-up

LMU|LA  
Loyola Marymount  
University

Caltech

USC Dornsife

College of Letters, Arts and Sciences

 CONCORDIA  
UNIVERSITY IRVINE

  
MACALESTER

 JOHNSON & WALES  
UNIVERSITY

Project Scientist will originate a diverse STEM talent pool by building confidence for over 20,000 girls by 2022.

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