

## Academy Site Director

### Role and Responsibilities

The Site Director assumes overall leadership of an Academy location, including staff management and day-to-day operations. Site Directors provide leadership and instructional supervision for staff, interact daily with families and community members, and are the representatives of Project Scientist in the communities they serve. Site Directors also work closely with their teams, developing the creative and fun STEM-orientated environment that powers young girls to develop a deep love of learning and confidence in STEM. Site Directors are problem-solving managers 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 Site Directors 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.

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

### Pre-Academy (April - June working part-time)

Provide copy of current CPR/First Aid certification by May 1, 2019.

- **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 Site Director specific and full staff training activities (one weekend, in person in May/June, and site move-in weekend).
- **Create and Foster Partnerships.** You'll be the face of Project Scientist and will work closely with the COO to prep for a successful summer Academy. This will include attending an introduction meeting at Academy site to get to know university staff, site walk-through, security measures and drop off protocols. Connecting with Academy staff to build rapport prior to move in, and assisting with donor visits to show them the value of their investments. You will also be required to attend mandatory Parent Orientation night in May or June.
- **Build Community Presence.** Marketing activities may include 2-3 attending events, calling families or other community marketing efforts to build enrollment.
- **Oversee Academy Operational Logistics.** Organize and execute move-in to Academy site with site team.
- Complete **required certifications** by June 1st: CA Sexual Harassment, mandated reporter, active shooter training. \*paid activities\*

**During Academy (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.** Must be first to arrive and last to leave as site Director, you will lock up the site. You'll be responsible for each child check in and check out daily for drop off 8:30 and pick up until 5:30.
- **Plan, Drive and Execute.** Run daily operations of Academy, creating a high energy, fun and positive experience for campers (includes managing STEM Superstar, Parent Celebration, Expeditions and other Academy activities). Ensure program efficiency through upkeep of inventory and staff schedules.

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- **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 Academy site team. You will engage, evaluate and document your team's performance; Meet with other STEM Teachers & STEM Fellows, before they leave each day, to learn what worked / didn't work and prepare teachers for the next day. Communicate key learnings in writing to COO to share with other sites on weekly calls.
- **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.
- **Communicate Direction.** Weekly email newsletter to parents in order to prepare for weekly theme. Summarize activities and highlight students through weekly connectivity.
- **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.
- **Safety First.** Build and maintain a safe and inclusive environment where all students and staff can thrive.

## Post-Academy (Week after last Academy session)

- Conduct inventory and Move-out supplies at conclusion of academy.
- Collaborate on post-academy reflections. Share your strengths and feedback to improve future Academy

## 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).

### LMU

June 24-28  
July 1-5  
July 8-12

### USC

July 15-19  
July 22-26  
July 29-August 2

### Concordia

June 17-21  
June 24-28  
July 1-5  
July 9-12  
July 15-19  
July 22-26

### Caltech

June 17-21  
June 24-28  
July 1-5  
July 8-12  
July 15-19  
July 22-26

### Johnson & Wales University

June 17-21  
June 24-28  
July 8-12  
July 15-19  
July 22-26  
July 29-August 2

**LMU|LA**  
Loyola Marymount  
University

**Caltech**

**USC Dornsife**

College of Letters, Arts and Sciences



**CONCORDIA**  
UNIVERSITY IRVINE



**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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