

Youth Program Director

Part-Time, Non-Exempt



Stomping Ground Comedy's Youth Program Director should be a highly motivated individual excited to grow a young nonprofit organization in a positive and professional environment. This position works collaboratively alongside an existing Director Team: Artistic, Operations, Training Center, Improv for Life, and Development. Each Director works autonomously once goals and general program guidelines have been established, and the Artistic Director manages performance management plans for all other Directors.

Flexible schedule: This position requires 10 hours per week, with 50% of time on duties that may be worked remotely as needed. Due to COVID-19, this position is currently 100% remote while Stomping Ground's physical operations are closed.

Qualifications:

- Experience working in a leadership position
- Ability to learn quickly, be adaptive in a busy performance space, and thrive under pressure
- Ability to work autonomously
- Experience with budget oversight, staff management, customer service, or operational management
- Experience with Excel or Google Sheets
- Past experience in youth education preferred
- Experience teaching theater and improv a plus
- Education administration experience a plus

Responsibilities:

Metrics-based:

- Responsible for meeting financial goals of the Youth Program as determined by the annual budget
- Track progress to goals and perform root-cause analysis to resolve issues

General Program Management:

- Pursue partnerships for remote and afterschool programs with area schools
- Collaborate with Director of Development on grants or other fundraising for Youth Program
- Manage and grow existing Youth Summer Camps
- Nurture existing relationships with local organizations and schools

Curriculum:

- Oversee creation of Youth Program curriculum
- Organize and manage documentation of Youth Program curriculum
- Facilitate regular reviews and updates of existing Youth Program curriculum

Instructor Management:

- Serve as direct Supervisor for all Youth Program instructors
- Hold 1-1 meetings with instructors and staff periodically
- Facilitate Instructor Assessment each term and maintain instructor records
- Oversee and conduct any Instructor Performance Improvement Plans or termination
- Recruit & train instructors for Youth Program as needed

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Student Management:

- Manage and oversee all student documentation, including incident reports
- Help facilitate and conduct internal investigations regarding student and/or guardian complaints (if appropriate) in conjunction with legal advisement regarding any Instructor, and if necessary, Director Team
- Make recommendations for internships, scholarships, recruiting for each as needed
- Collaborate with Artistic Director to plan and execute youth student showcases as needed
- Attend youth student showcases and provide feedback to instructors as needed

Administrative:

- Create and manage Instructor schedule for Youth Program
- Provide Operations Director and website manager with upcoming classes and workshops at least a month before their start dates
- Create annual Youth Program schedule in conjunction with Operations Director
- Collaborate with Director Team and/or Operations Director to determine budget and pricing for workshops/trainings
- Facilitate scheduling and budget management in conjunction with Operations Director for all special workshops, including the recruitment of visiting/guest artists for special workshops.
- Approve and document all Instructor absences and substitutions
- Provide Operations Director with Instructor pay details so checks can be distributed (prior to 1st and 16th of each month)
- Manage Instructor and Student building access for Youth Program related activities
- Add all classes to shared Stomping Ground Google Calendar
- Facilitate all curriculum, scheduling, and building management communications to Instructors

Professional Development:

- Continue relevant education
- Familiarize self with current youth extra-curricular education market, trends and techniques
- Provide Youth Program Instructors with continuing education, training opportunities, and resources

Other:

- Serve as a Brand Ambassador for Stomping Ground, promoting and representing the brand at all times
- Work with Marketing Director to develop and facilitate Youth Program related promotions
- Develop and implement Youth Program culture in alignment with Stomping Ground mission statement and philosophy

Compensation:

\$7,500 per year, with additional eligibility for contract performer and instructor pay as experience and availability allows

Apply at stompinggroundcomedy.org/join-our-team.