



Program Manager

Beyond Classrooms Kingston (BCK) Kingston,
Ontario

30 - 34 hours per week,

Annual contract with a possibility of extension

4-6 week summer break

Salary: \$27.00 - \$30.00 per hour with additional 4% vacation pay

Beyond Classrooms Kingston (BCK) is seeking an energetic and creative **Program Manager** with skills in inquiry-based educational programming, administration and the ability to work collaboratively.

BCK is an exciting and innovative community-based education program that moves elementary teachers and their students into community sites like museums and art galleries for an entire week. The community site becomes an extension of the teacher's classroom where students build skills and engage in inquiry-based learning.

BCK is a non-profit charitable organization governed by a volunteer Board of Directors.

Job Duties and Responsibilities

BCK Program Management

- Plan, develop, deliver, and evaluate on-site programming for 8-12 classes per school year incorporating an inquiry-based experiential learning environment
- Create a climate of collaboration among all BCK staff, volunteers and participants
- Assist teachers to develop a curriculum-based learning plan for the BCK week
- Coordinate and support teachers, on-site staff, community experts, on-site volunteers, and elementary students
- Develop and deliver workshops and program outreach opportunities
- Maintain partnerships with host sites, school board representatives and teachers
- Ensure appropriate records are kept
- Use social media to report BCK programs and events

BCK Operations Management

With support from the Board of Directors and/or its committees

- Manage the day-to-day operations of BCK
- Report to and work closely with BCK Board of Directors and Committees by attending meetings and carrying out tasks as assigned

- Work as a team member with the Administrative Coordinator and support and/or supervise other BCK staff and program volunteers
- Ensure BCK operates within its approved budget and assist the treasurer with annual budget and audit preparation
- Update BCK administrative policies and procedures as needed
- Lead the preparation of BCK's major grant application with support from the board
- Contribute to the preparation of other grant proposals and budgets as requested
- Lead or supervise all on-going project work
- Prepare required reports on schedule
- Oversee Marketing, Communications, and Fundraising efforts
- Serve as a BCK spokesperson to the media and in the community
- Establish and maintain relationships with community partners
- Recruit, train, manage, and supervise BCK volunteers
- Maintain BCK safety protocols and ensure workplace safety
- Other duties as assigned by the Board of Directors Chair

Professional Skills and Requirements

Required

- Time management and organizational abilities, including planning, program development and coordination
- Bachelor degree in Education or diploma with a focus on education
- An understanding of inquiry-based learning principles
- Understanding of budgeting and financial accountability requirements
- Strong computer skills including spreadsheets, word processing, email / internet, website and social media maintenance
- Excellent written and oral communication skills: the ability to effectively communicate the organization's mission to donors, volunteers, and community members in English
- Experience writing and preparing successful grant applications
- Strong work ethic with a high degree of energy
- Demonstrated ability to work in a self-directed manner, while valuing and able to work collaboratively as part of a team
- Valid Province of Ontario Class G driver's licence required

Additional Assets

- Sound knowledge of charitable status policies, administrative and financial systems
- Bachelor's degree or diploma in business administration
- Experience working in a non-profit and with Board Members
- Experience in museum education and/or elementary curriculum
- Experience implementing a strategic plan

ADDITIONAL INFORMATION

- **Hours:** 30 - 34 hours/week with flexibility in work schedule. The work is based on the school year. The position will require occasional evening work for meetings. Holidays and time off are taken in the summer.
- **Salary:** \$27.00 - \$30.00 with additional 4% vacation pay
- **Work location(s):** This position reports in-person at our office location at 847 Princess Street, Suite 204. The position may also require remote work as well as working from community locations such as museums, galleries, and schools. Successful applicant must be able to provide own transportation.
- **Requirements:** Must provide a clear Criminal Police Check (CPIC) with Vulnerable Sector check upon hiring.
- **Closing date:** December 4, 2023
- **Anticipated start date:** Week of January 15, 2024
- **How to apply:** Please send resume and cover letter as ONE document in pdf., doc. or docx format to BCK Administrative Coordinator, Robin Hendry
admin@beyondclassrooms.ca
- Please indicate **BCK Program Manager** in the subject line
- A complete Program Manager job description is available on BCK website under **Get Involved**
- <https://www.beyondclassrooms.ca/get-involved/>
- To learn more about BCK, its impact on students check out
- <https://www.beyondclassrooms.ca>

Beyond Classrooms Kingston values inclusivity and diversity in the workplace. We welcome applicants from equity seeking groups including but not limited to women, radicalized/visible minorities, Indigenous/Aboriginal peoples, persons with a disability, persons who identify in the LGBTQ+ community and others who reflect the diversity of Canadian society. We are committed to providing accessible employment practices that are in accordance with the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disability Act (ADOA).

If contacted regarding this competition, please advise the hiring committee member of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. The successful candidate, to whom an employment offer has been made, shall be required to provide a current CRC (Criminal Record Check) including vulnerable sector, at their own expense as a condition of employment.

We appreciate all applications received, however only those invited for an interview will be contacted.