



Program Director

Reports to: Executive Director
Wage: \$24.00 - \$32.00/hour
How to Apply: Send cover letter & resume to Barb Bryant (hire@navigationgames.org)

Summary

The Program Director is responsible for oversight of all aspects of Navigation Games programming, including strategy, client communications, marketing, program design, staff recruitment and management, budget management and all aspects of program delivery. Initially, while building up the program delivery team, this person will personally deliver most of Navigation Games' programming for children, adults and educators. This is a full-time position, but we will consider candidates who prefer to work part-time (at least 25 hours per week), and reports to the Executive Director.

Who is Navigation Games?

Navigation Games is a 501(c)3 not-for-profit organization with the mission to develop, share and deliver navigation education for children, engage families and enable access to the sport of orienteering, and promote public health through outdoor exercise. We believe orienteering is one of the best ways to not only encourage map navigation and outdoor physical activity for youth, but also to provide experiences and an environment where they can develop important life skills.

Navigation Games' main focus is implementation of orienteering curricula in schools, primarily in Physical Education. The portfolio of programs also includes out-of-school programs, school teams, summer programs, corporate events, and events for the general public. Programming also includes professional development and workshops for teachers, coaches and leaders in client organizations.

Specifically, Navigation Games

- Teaches children the sport of orienteering through games and fun activities
- Develops lesson plans and materials
- Enables others to deliver orienteering-based education through materials, map-making, educator workshops and consulting
- Raises awareness about the sport in the Boston area and beyond

The Position:

The Program Director is responsible for oversight of all aspects of Navigation Games programming, including strategy, client communications, marketing, program design, staff recruitment and management, budget management and all aspects of program delivery. The position reports to the Executive Director. The Program Director will have the opportunity to

work with the management and Board of Navigation Games, to expand and deepen the impact of all programming. Initially, while building up the program delivery team, this person will personally deliver most of Navigation Games' programming for children, adults and educators.

This is a full-time position, but we will consider candidates who prefer to work part-time (at least 25 hours per week). Benefits include vacation, sick time and Navigation Games strives to create opportunities for growth for all employees through professional development. Navigation Games is currently operating as a hybrid work environment. All staff must be present in our Cambridge office weekly and have access to a remote office environment that allows staff to complete all assigned work tasks remotely.

Key Responsibilities:

- Manage the portfolio of programs, including in-school programs, out-of-school programs, school teams, summer programs, corporate events, and events for the general public. Programming includes professional development opportunities / workshops for teachers, coaches and leaders in client organizations.
- Responsible for excellence in execution across all aspects of program strategy, design, development and delivery
- Develop the future programming strategy for Navigation Games ("Program Strategy")
 - Lead the development of new program opportunities for Navigation Games' core target clients (teachers and administrators at school districts and schools) and for income generation (corporate and public events)
 - Spearhead the marketing of new and existing program opportunities to potential and current clients
- Design programming and events ("Program Planning")
 - Negotiate with potential clients to scope program deliverables and schedules as far in advance of programs as possible
 - Document the program proposal, including a description of the activity and a cost
 - Design all aspects of the programming activities (planning, execution and follow up)
 - Ensure that that each aspect of the program design is fully documented and captured
- Oversee all aspects of program execution ("Program Execution")
 - Ensure that all safety considerations have been documented and mitigated
 - Ensure that all permits have been approved and all requirements are adhered to
 - Oversee the management of staffing and scheduling
 - Oversee smooth communication with clients and participants
 - Oversee the relationship with local orienteering clubs, to ensure that activities are coordinated and synergized especially around use of their maps, recruitment of volunteers, and avoidance of any perceived encroachment in the area of public events
 - Ensure all equipment and materials are prepared and correctly utilized
 - Encourage the use of each program as an outreach opportunity to parents and educator networks

- Execute programming, as needed and when appropriate
- Ensure that that each aspect of the program execution is fully documented and captured
- Oversee all aspect of the program follow up (“Program Follow up”)
 - Ensure that feedback is collected and analyzed
 - Ensure that all equipment and materials are returned in the same condition
 - Pursue opportunities for outreach and development of follow-on opportunities
 - Actively follow-up on ongoing client use of orienteering
 - Actively discuss future Navigation Games programming.
 - Ensure that client contact information is captured for future use by Navigation Games.
 - Actively follow up on an outreach opportunity to parents and educator networks
- Ensure that all program-related documentation is kept up-to-date, including:
 - Program database
 - Post-program documentation and feedback (with reflections)
 - Time sheets detailing hours worked, including the amount of time, the type of work, and information about programs delivered.
 - Planning documents for each program that would enable others to deliver a similar program in the future
- Develop staff
 - Recruit and train volunteers and paid staff (“Staff”) to deliver the programs
 - Design and oversee onboarding training for all Staff
 - Provide ongoing training to all Staff
- Oversee programming reporting
 - Oversee the compilation of a monthly plan in advance of each month, with time estimates against billable projects and approved projects, and key deliverables.
 - Review program execution against monthly plan at the end of each month
- Ensure sustainability of programming and mission
 - Leverage every opportunity to teach clients how to deliver programs themselves
 - Encourage program team to propose projects that advance Navigation Games’ mission, when there is extra time after program responsibilities
- Contribute to curriculum development and publication projects, to enable others outside of Navigation Games to deliver orienteering-based experiential education
- Participate in weekly team meetings and additional check-ins
- Attend board meetings and support Navigation Games to continue fulfilling its mission, on an as needed basis

Required Qualifications:

These are guidelines. You may not meet every qualification listed or you may bring a valuable perspective and experience we may not have considered. If your skills are transferable and you think you would be a good fit for this role, please apply.

- Commitment to and interest in the Navigation Games mission
- Leadership experience within an organization
- 5+ years working with young people as an educator or youth development professional

- Experience leading out-of-school and summer programs, or project management experience
- Experience in program design
- Ability to design orienteering curriculum for youth and adults
- Experience reaching out, cultivating, maintaining and building relationships with potential and existing clients and community partners
- Experience recruiting and managing paid staff and volunteers
- Strong interpersonal skills with youth, families, and peers that reflect cultural sensitivity, respect for differences, deep listening and clear communication
- Effective written, spoken and presentation skills
- Ability and desire to work independently and as part of a team
- Detail-oriented, creative, resourceful, and ready to problem solve
- Committed to ongoing learning and growth as an educator/youth worker
- Readiness to work outside, undeterred by inclement weather
- Ability to move equipment and be on feet for several hours at a time
- Driving license

Desired Qualifications

- College degree in a relevant field; Master's degree or Bachelor's degree plus a Teaching Certificate
- Experience designing physical education or outdoor curricula for youth and adults

Diversity, equity, and inclusion are among the core principles that define our work, and thus we actively seek to build a team that is inclusive of diverse backgrounds, perspectives and experiences. Navigation Games does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, sexual orientation, gender identity or expression, or citizenship in any of its programs. It is Navigation Games' policy to maintain a safe, educational and engaging work environment free of unlawful discrimination and harassment in any form.

If you are hired, we will require you to prove that you have received the COVID-19 vaccine or have a valid religious or medical reason not to be vaccinated. All offers of employment at Navigation Games are contingent upon clear results of a thorough background check.