



# Program Associate

**Reports to:** Program Manager  
**Wage:** \$18.40 - \$22.00 / hour  
**How to Apply:** Send cover letter & resume to Barb Bryant ([hire@navigationgames.org](mailto:hire@navigationgames.org))

## Summary

The Program Associate delivers Navigation Games programming for children, adults and educators. You will also have the opportunity to learn about and help with program planning and design, as well as other aspects of programs such as client communications, marketing, staff management and expense tracking. This is a part-time or full-time position, with hours determined based on our program times and your interest in work beyond program delivery and reports to the Program Manager.

## 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 Associate's key responsibility is program delivery. In addition, the Associate will have the opportunity to learn about and help with all other aspects of Navigation Games

programming, including client communications, marketing, program design, staff management and expense tracking. The position reports to the Program Manager.

The position is a part-time position - the number of hours and time of work will vary depending on the programs that are occurring and the availability of the individual. This position would suit a college student, working parent or individual who would like a flexible schedule and who would be able to select the programming hours that they can commit to. At a minimum, the individual will deliver programming. In addition, they may also be involved in planning, program preparation and after-program evaluation, according to interest and availability.

As Navigation Games grows, the expectation is that this position could turn into a full-time position or could remain covered by multiple part-time employees. 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:

- Responsible for excellence in execution across all aspects of program delivery
- Run all aspects of programming (“Program Execution”)
  - Support the planning for, execution of and documentation of all safety considerations
  - Support the application for any permits and make sure that all permit requirements are adhered to
  - Communicate smoothly, effectively and efficiently with clients and participants
  - Support the coordination and complementarity of activities with local orienteering clubs, especially around use of their maps, recruitment of volunteers, and avoiding any perceived encroachment in the area of public events
  - Prepare all equipment and materials and ensure that they are correctly utilized by program attendees
  - Encourage the use of each program as an outreach opportunity to parents and educator networks
  - Execute programming
  - Support the documentation of each aspect of the program execution
- Run all aspects of the programming follow up (“Program Follow up”)
  - Capture and analyze feedback
  - Collect all equipment and materials and clean / repair so that they are returned in the same condition
  - Identify opportunities for outreach and development of follow-on opportunities
  - Capture client contact information for future use by Navigation Games.
  - Identify possible outreach opportunities for parents and educator networks
- Keep all program-related documentation 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
- Support staff development
  - Provide onboarding training for all Staff
  - Provide ongoing training to all Staff
  - Manage and coordinate volunteers
- Support the compilation of programming reporting
  - A monthly plan in advance of each month, with time estimates against billable projects and approved projects, and key deliverables
  - Program execution against monthly plan at the end of each month
- 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, on an as needed basis
- Attend board meetings and support Navigation Games to continue fulfilling its mission, on an as needed basis

#### 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
- 1+ year working with young people as an educator or youth development professional, with experience teaching in-school, out-of-school and/ or summer programs
- Strong interpersonal skills with youth, families, and peers that reflect cultural sensitivity, respect for differences, deep listening and clear communication
- 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
- Willingness to learn about orienteering
- 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

- Experience teaching outdoor education, physical education or orienteering
- Experience in program and activity design
- Experience designing physical education curriculum for youth and adults
- Experience reaching out, cultivating, maintaining and building relationships with potential and existing clients and community partners
- Experience training others to delivery programming

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.