

Director of Programs

Tutoring Plus of Cambridge is a local nonprofit that provides free tutoring, mentoring and enrichment programs to students in grades 4-12. Our programs support our work to close the opportunity gap and are based on the belief that all students deserve equal access to educational opportunities. We are a grassroots organization with a passionate, committed staff.

The Director of Programs reports to the Executive Director. Responsibilities include developing, supporting and overseeing all Tutoring Plus programs. The Director of Programs will lead a program staff of 2-6 in developing curricula, supporting young people and their growth, and evaluating and improving programs. This position requires excellent written and verbal communication skills, exceptional interpersonal skills, evaluation and problem solving skills, and flexibility. Duties and responsibilities broadly support program planning, implementation, and evaluation and partnership development.

Responsibilities

- Provide oversight and support of all programs including 1:1 tutoring and mentoring, subject-specific enrichment and gender-specific programs
 - Develop, maintain and iterate program structures, processes and policies
 - Oversee curricula development, including social emotional and subject-specific curricula
 - Co-create clear goals and vision for each program
 - Visit all programs regularly and work directly with students in order to support understanding of programs
- Develop and support all program staff including hiring, training and on-going support and professional development
 - Supervise an AmeriCorps Massachusetts Promise Fellow (MPF), including weekly supervision meetings, monitoring all MPF requirements and attending MPF meetings
 - Maintain relationships with work study partners, including Lesley University and MIT
- Ensure program quality by leading program evaluations and the Quality Improvement System (QIS) process on an annual basis
- Oversee expansion of new site in North Cambridge, including site operations and partnership development in the neighborhood
- Create an end of year report to showcase program successes and identify areas for improvement
- Conduct outreach to community partners including schools, families, other OST programs and more to promote programmatic outcomes
- Attend relevant community meetings and events to promote the organization
- Other organizational tasks as assigned

Qualifications

- Bachelor's degree plus 2-5 years relevant experience
- Excellent verbal and written communication skills
- Ability to prioritize, manage multiple projects, plan ahead and meet deadlines
- Strong attention to detail while also understanding the big picture
- Exceptional interpersonal skills, including coaching and supervision skills
- Ability to work well independently and as part of a team
- Ability to interact appropriately with students, families, volunteers, community partners, donors and Board members
- Willingness to adapt to changing situations
- Sense of humor
- Commitment to goals and mission of Tutoring Plus
- Knowledge of nonprofit sector and education sector
- Prior experience in communicating with different support systems for youth a plus



Hours and Salary

- Typical week will be 35-40 hours, M-Th from 10am-7pm; flexibility on Fridays and July-August
- Salaried position; salary based on experience and qualifications (\$36,000-40,000)
- Dental insurance offered plus partial health insurance reimbursement