

## **Inspiring Minds is seeking a Program Director.**

Inspiring Minds is a non-profit education agency founded in 1963. We are a student-centered organization, ensuring our programs are focused on promoting positive outcomes for the youth we serve.

Our vision promotes equity and access for all students to achieve grade-level standards. We believe all children can succeed in college and career with the right resources and supports. We believe in the power of relationships and that caring and committed adults can empower our students to achieve with the right guidance, training, and support.

The Program Director will promote the program mission, achieve long and short-term goals and objectives, expand resources, and maintain quality and effectiveness in all activities and services. The Program Director is responsible for the overall management of Inspiring Minds' programs, relationships with program stakeholders, volunteers, and students. Inspiring Minds' programs during the school year include In-School Tutoring and Mentoring, Power Lunch, the Kindergarten Project. In the summer months, we have a six-week transition to kindergarten, KidsBridge Summer Learning Program. Today, we are supporting more than 500 volunteers, 899 students in 17 elementary schools, grades PreK-5. More information about our programs can be found at [www.inspiringmindsri.org](http://www.inspiringmindsri.org)

Only extraordinary people work here. Our goals are ambitious but achievable. We have high expectations for ourselves, our students, and our volunteers. We do whatever it takes to ethically achieve our mission. Our ideal candidate is someone who will work hard and will have fun while dreaming big. Our ideal candidate possesses an influential and welcoming communication style, high integrity, and a positive attitude.

### **Qualifications:**

- Minimum Bachelor's degree from an accredited Institution of Higher Education.
- Must have access to transportation, as this position requires visiting schools to prepare for and greet volunteers and observing classrooms. (Personal vehicle, preferred, and possess a current driver's license and insurance).
- Must pass required national background check every year.

### **Experience:**

- Must have experience working within public school systems.

### **Skills and Knowledge Required:**

- Excellent verbal and written communication.
- Organized and able to meet deadlines.
- Excellent computer skills.
- Have working knowledge of district policies and procedures, curricula, and current teaching and learning frameworks and practices.

To Apply: Please email resume and cover letter to [memidy@inspiringmindsri.org](mailto:memidy@inspiringmindsri.org). Please include "Program Director" in the subject line.