



SEEKING A SUMMER PROGRAM DIRECTOR
for the
Kenneth I. Gross and Anthony Trono
Governor's Institute on Mathematical Sciences

Job Description - September 2023

Position Overview

The Governor's Institutes of Vermont (GIV) is a nonprofit doing amazing work... and we are looking for a new **Program Director** to lead the esteemed **Kenneth I. Gross and Anthony Trono Governor's Institute on Mathematical Sciences!** This Institute has a rich and impactful history in Vermont: it has been a part of the GIV family of Institutes since 2004, and has an even longer history prior to that at UVM. <https://giv.org/institutes/mathematics>

This is a seasonal contract for the in-person 2024 summer Institute; preparation from November 2023 and follow-up work through September 2024 is primarily done remotely and asynchronously.

If you have a passion for inspiring young people to expand their horizons in mathematics, and have skills that would translate to summer program management and oversight of a staff team, we would love to hear from you! The ideal candidate will be organized, creative, and have a sense of humor.



About GIV: Each summer, GIV helps hundreds of Vermont high school students pursue their interests and find their people! We provide intensive summer enrichment programs on college campuses that inspire them to think deeper and dream bigger, focused on topics ranging from the Arts to Environmental Science to Technology & Design. Up to 30 years later, 88% of our alumni report that their time at GIV was one of the most important experiences of their teenage years. GIV is committed to making these world-class experiences accessible to students of all backgrounds! To learn more, please visit our website: <https://giv.org>

Primary Responsibilities

GIV Program Directors are experts in their field who are passionate about engaging young people in the subjects they love. They hire and manage a team of staff and faculty with backgrounds in their Institute topic, creating and overseeing a cohesive and creative team of folks responsible for coordinating and running an exciting, high-impact program for their students. It is their responsibility to design an equitable, empowering, and safe learning environment for students from all over the state to think deeper and dream bigger. In essence, a Program Director must plan, execute, and reflect on their Institute with support from their staff and the team at GIV HQ, ultimately reporting to its Executive Director.

The HQ team is aware of and sympathetic to the fact that GIV is not most folks' full-time job, and works closely with Program Directors in order to create a feasible schedule for Institute pre-work.

Due to the seasonal nature of this position, there is usually a period of sporadic planning and development throughout the Fall and Winter, followed by an intense burst of organizing and coordinating in the Spring, leading up to the Institute itself being hosted in the Summer. Most Institutes take place over 1-2 weeks during June and July, and are full-day residential commitments for all staff, faculty, and leadership.

The Program Director for this Institute is responsible for planning and facilitating engaging content for their students, centered around fostering a love and understanding of intricate mathematical concepts. Previous years' activities include:

- Daily lectures and activities that delve into topics ranging from applied and quantum physics to AI and data science
- Excursions into the Vermont community and business sector for workshops and learning at field sites
- Project-based work on complex math problems and puzzles, both independently and in teams
- A math "amazing race," where students form teams and compete to solve problems quickly
- Nightly games and social events designed to build a sense of community and belonging

YEAR-ROUND:

- Maintain a commitment to accessibility, equity, and inclusion when hiring staff, and when designing the Institute
- Participate in quarterly GIV meetings (often virtual), and any requested trainings
- Serve as a spokesperson for the Institute, while acknowledging GIV's role, the existence of other GIV Institutes, and the governance of the Board of Trustees
- Communicate with GIV HQ regularly to ensure alignment and get support
- Support alumni communications and development activities as requested

PRE-INSTITUTE (Fall/Winter/Spring):

Plan and prepare for the residential summer Institute.

Most of the work takes place virtually and on the Program Director's schedule.

- Fall:
 - Sign contract for following summer.
 - Liaise with host campus re: dorms, classroom space, and other arrangements
 - Hire key faculty and staff
 - Work with faculty to develop and innovate the Institute's curriculum
- Winter:
 - Support outreach to prospective students as requested
 - Engage guest speakers/artists and/or plan field trips to enrich the programming
 - Develop or adapt any written materials that will need to be shared with students, staff, and/or families
- Spring:
 - Review applications in early April
 - Hire rest of staff
 - Communicate both proactively and responsively with students and families leading up the Institute

DURING THE INSTITUTE (Summer):

We are planning for 50 high school students and approximately 10 staff members.

Ensure a safe, vibrant Institute for students and staff.

Residential work living in community on a college campus.

- Staff Training:
 - Lead staff training sessions (ahead of time virtually, and at least one day in person leading up to the Institute itself) and build clear expectations for their responsibilities and communications during the Institute
- Student Arrival:
 - Welcome students and build clear expectations of the community
- During the Institute:
 - Oversee all operations of the Institute itself
 - Supervise the entire faculty and staff
 - Ensure the health and safety of the students and staff
 - Maximize the quality and effectiveness of the Institute
 - Maintain regular communication with families
 - Maintain regular communication with the host campus and GIV HQ
 - Interact professionally with students and families
 - Foster a cooperative spirit and sense of community
 - Ensure photos and stories are collected for social media
- Final Day:
 - Welcome families and help them to get a glimpse into what students created and did during the Institute
 - Clean up campus spaces

WRAPPING UP THE INSTITUTE (Summer):

Report on the Institute and suggest changes for the following year.

- Debrief and reflect with staff
- Close out bookkeeping, including submitting receipts and paperwork
- Request any changes to the budget for future years
- Note any ideas to make GIV and Institute planning and execution more impactful and/or efficient
- Evaluate successes and challenges of the Institute and note suggested changes for the future
- Summarize the results of the Institute in a written report to GIV HQ for the Board of Trustees and key donors

Qualifications:

The ideal candidate has....

- A love for GIV's mission, and an investment in young people and their dreams
- A commitment to ensuring that opportunities like these are accessible to all young Vermonters
- Previous experience with young people in an educational and/or residential setting
- Previous experience overseeing a budget
- The initiative to independently manage projects and people, as well as to communicate and work collaboratively with a small team
- Connections within the mathematics world
- An orientation to getting the details right
- Strong organizational skills
- Strong interpersonal skills
- Familiarity with using and creating spreadsheets and a willingness to learn new software. GIV uses Google Suite.
- The ability to give and receive thoughtful feedback
- A valid driver's license
- A sense of humor!

Compensation & Work Environment

Compensation varies by length of Institute and number of students, and will be agreed upon in a hiring letter between the Program Director and GIV's Executive Director. **Expected compensation for the Mathematics Institute is \$4,500-5,000.** GIV Program Directors are paid by check or direct deposit at the end of their Institute. No benefits are included.

The person in this role will report to the Executive Director.

The lead-up to the Institutes takes place primarily online, with Program Directors working from home to plan their Institute, hire their staff, and work alongside GIV HQ. GIV Institutes themselves are hosted in-person at various college campuses across the state. Program Directors are expected to live in residence at their Institute, supporting staff & faculty as needed during the program.

GIV is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We strongly encourage applications from all qualified individuals without regard to national origin, race, ancestry, color, ethnicity, age, gender identity or expression, marital status, medical condition, mental or physical disability, religious creed, or sexual orientation.

How to Apply

Please send PDFs of your resume and cover letter, with SUBJECT: Math Program Director, to jobs@giv.org In your letter, please let us know how you found out about this role.

Applications will be accepted on a rolling basis until the position is filled, at which time we will remove the announcement from our website at <https://giv.org/about-us/jobs>

We will begin reviewing submissions October 1, and will reach out to you if we are interested in moving forward with your application and scheduling an interview.

Questions? Please email jobs@giv.org