



## **SEEKING COMMUNITY & OPERATIONS DIRECTORS for Governor's Institutes of Vermont (Various Locations)**

**Job Description - March 2025**

### **Position Overview**

The Governor's Institutes of Vermont (GIV) is a nonprofit that 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 Entrepreneurship 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>

We are seeking Community & Operations Directors for a seasonal contract for in-person 2025 summer Institutes; winter/spring preparation is primarily done remotely and asynchronously.

If you have a passion for creating community, inspiring young people, and working in a student-centered environment, we would love to hear from you! The ideal candidate will be organized, compassionate, and have a sense of humor.

### **Primary Responsibilities**

The Governor's Institutes of Vermont is seeking energetic and empathetic Community & Operations Directors. The Community & Operations Director creates a vibrant, supportive, and compelling environment for students. This role focuses on fostering community, encouraging student interaction, and helping students build lasting memories while supporting their mental health and overall well-being. Ideal candidates should have experience in organizing events, building community, and demonstrating leadership within a student-centered environment.

**In every Institute, Community & Operations Directors support the three pillars of GIV: Content, Community, and Logistics.** The Community & Operations Director plans, leads and supervises community building activities. You would be the person primarily responsible for

creating a safe and fun environment where students feel seen, respected, and part of a dedicated group of learners.

### **Key Responsibilities:**

- Oversee RA staff, who work with you to create a dynamic and inclusive student experience. This includes supervising and leading staff in areas including student activities, trust development, and wellness.
- Effectively plan and lead student life activities, including games and social events
- Foster a sense of community by promoting collaboration, interaction, and participation in events
- Actively promote and support students' mental health and well-being, collaborating with staff to ensure a safe and supportive environment
- Support Institute staff in implementing student-centered programs that reflect the values and mission of the Institute
- Help create a safe residential environment by supporting Institute staff in navigating roommate conflict and enforcing Institute rules and policies
- Serve as a mentor and positive role model by through showing high energy and enthusiasm for student engagement while modeling and maintaining appropriate boundaries
- Communicate effectively with students, staff, and families to ensure the success of all student life initiatives, including informing the community about any schedule or activity changes in a clear and efficient manner

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.

### **PRE-INSTITUTE (Fall/Winter/Spring):**

**Most of the work takes place virtually and on your own schedule.**

- Fall:
  - Sign contract for following summer.
  - Liaise with Institute Director re: activity planning, materials needs, and other arrangements
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- Winter:
  - Work with Institute Director to develop or adapt materials that will need to be shared with students, other staff, and/or families
  - Develop and plan the Institute's community building activities, resource development for staff, and other Community & Operations Director initiatives
  - Hire RA staff members

- Spring:
  - As needed, communicate proactively and responsively with HQ, Institute Director and other leadership team members, and families/students, leading up the Institute
  - Facilitate meetings with RAs and other staff to build productive relationships and establish community norms

## **DURING THE INSTITUTE (Summer):**

**This role lives on campus and is in residence with the community. Institutes vary in number of students and staff.**

- Staff Training:
  - Lead staff training sessions in community building, activity leadership, and managing social events (ahead of time virtually, and at least one day in person leading up to the Institute itself)
- Student Arrival:
  - Help welcome students and build clear expectations for community engagement
  - Oversee the registration process and answer questions for parents/guardians and students
- During the Institute:
  - Supervise RA staff, plan and manage RA schedules, plan and lead regular RA community meetings
  - Coordinate and lead all community building, social events, and trust-building activities
  - Support Institute Director to ensure the health and safety of the students and staff
  - Proactively communicate with families about student concerns
  - Contribute updates to leadership's regular communication with families
  - Communicate with the host campus and GIV HQ as needed
  - Interact professionally with other staff, students and families
  - Foster a cooperative spirit and sense of community
  - Ensure photos and stories are collected for social media
  - Facilitate completion of student surveys
- Final Day:
  - Welcome families and help them to get a glimpse into what students created and did during the Institute
  - Oversee the clean up of campus spaces
  - Celebrate and debrief with staff

## **Qualifications:**

The ideal candidate has....

- Experience with young people in an educational and/or residential setting

- A background in education, student affairs, or community outreach
- Intuition about what will resonate with students and what won't, and able to adapt approaches accordingly
- Strong leadership skills with the ability to engage and inspire students of diverse backgrounds
- Experience organizing events, activities, or community-building initiatives for teenagers
- Energy and motivation to invest in young people and their dreams
- The initiative to independently and flexibly manage projects and people, as well as to communicate and work calmly and collaboratively with a small team
- An orientation to creative problem solving and an ability to pivot
- An orientation to getting details right, alongside organizational skills
- Strong interpersonal skills, including the ability to give and receive thoughtful feedback
- Familiarity with using and creating spreadsheets and a willingness to learn new software. GIV uses Google Suite.
- A valid driver's license
- A sense of humor!

## Compensation & Work Environment

**Compensation for the Community & Operations Director is \$3000.** GIV Community and Operations Directors are paid by check or direct deposit at the end of their Institute. Room & board while on campus is included, and no additional benefits are included. The person in this role will report to the Institute Director.

The lead-up to the Institutes takes place primarily online, with Community and Operations Directors working collaboratively with GIV HQ, Institute Directors and other staff. Institutes themselves are hosted in-person at various college campuses across the state. Community and Operations 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

### **Application Process:**

Please complete this short application form to indicate your interest in this role: [GIV Community & Operations Director](#). We will review submissions immediately and reach out to you if we are interested in considering you. Once filled, we will remove the role from our website (<https://giv.org/jobs>). Questions? Please email [jobs@giv.org](mailto:jobs@giv.org)

