



SEEKING A SUMMER INSTITUTE DIRECTOR for the
Governor's Institute on Health & Medicine (Southern Session)

Job Description - March 2025

Position Overview

The Governor's Institutes of Vermont (GIV) is a nonprofit doing amazing work... and we are looking for a new **Institute Director** to lead the **Governor's Institute on Health & Medicine (Southern session)**!

This is a seasonal contract for the in-person 2025 summer Institute; winter/spring preparation and follow-up work through fall 2025 is primarily done remotely and asynchronously.

If you have a passion for inspiring young people to expand their horizons in health & medicine, 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 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>

Primary Responsibilities

GIV Institute Directors oversee the delivery of our residential summer programs, and are passionate about engaging young people. In every Institute, Directors facilitate the three pillars of GIV: Content, Community, and Logistics. Institute Directors lead and support a smart, motivated, and empathetic staff that is the hallmark of all GIV Institutes. The person in this role will oversee logistics, establish systems, and support staff to seamlessly pivot to a “Plan B” when required. The Institute Director will support staff in ensuring high quality content, community building, and creating a safe environment where students feel seen, respected, and are a part of a dedicated team of learners.

This role hires and manages a team of staff and faculty with backgrounds in the Institute topic, creating and overseeing a cohesive and creative team responsible for coordinating and running an exciting, high-impact program for their students. This summer, we are in partnership with Southern VT Area Health Education Center (SVTAHEC), which is providing the academic faculty and staff, so that hiring is already taken care of; this role will be involved directly with hiring RAs, and overseeing the whole picture of the Institute.

Institute Directors design an equitable, empowering, and safe learning environment for students from all over the state to think deeper and dream bigger. An Institute Director must plan, execute, and reflect on their Institute with support from their staff and the team at GIV HQ, ultimately reporting to the Director of Programs.

The HQ team is aware of and sympathetic to the fact that GIV is not most folks’ full-time job, and works closely with Institute 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.

YEAR-ROUND:

- Maintain a commitment to accessibility, equity, and inclusion when hiring staff, and when designing the Institute
- Participate in GIV Institute Director group meetings (often virtual), and any requested trainings
- Serve as a spokesperson for the Institute while acknowledging GIV’s role, the breadth of Institute offerings, 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 Institute 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
 - In this case, Southern VT AHEC is our partner for the 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):

This role lives on campus and is in residence with the community on a college campus; in this case, at Vermont State University's Castleton campus.

Required working dates are as follows:

- **STAFF VIRTUAL DATES: Tues 7/8, Wed 7/9, Thurs 7/10**
- **STAFF ON CAMPUS: Sat 7/12 - Sun 7/20**
- **STUDENTS ON CAMPUS: Sun 7/13 - Sat 7/19**

We are planning for 70 high school students and approximately 20 staff members, and the primary focus of this role is to ensure a safe, vibrant Institute for students and staff.

- 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

- Oversee the registration process
- 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
 - Celebrate and debrief with staff

WRAPPING UP THE INSTITUTE (Summer):

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

- Summarize the results of the Institute in a written report to GIV HQ for the Board of Trustees and key donors
- Evaluate successes and challenges of the Institute and note suggested changes for the future
- Close out bookkeeping, including submitting receipts and paperwork
- Request any changes to the budget for future years
- December: attend GIV board/staff retreat (or designate someone to do so)

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
- Experience with young people in an educational and/or residential setting
- Experience overseeing a budget
- 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 solving problems calmly and creatively
- Enthusiasm for the topic required, and experience in and/or connections with the world of health & medicine is a plus
- Strong organizational skills and an orientation to getting the details right
- 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 Health & Medicine Institute Director is \$4,500. GIV Institute 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 Director of Programs.

The lead-up to the Institutes takes place primarily online, with Institute 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. Institute 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 complete this short application form to indicate your interest in this role: [GIV Institute Director Health & Medicine South](#). 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