



SEEKING: 2027 Seasonal INSTITUTE DIRECTOR for Governor's Institutes of Vermont's Technology and Design Institute

About GIV

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 residential enrichment programs on college campuses that inspire them to think deeper and dream bigger, focused on topics ranging from the Arts to Entrepreneurship to Health and Medicine. 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>

Position Summary

The **Institute Director (ID)** plays a pivotal role in shaping the student experience, faculty engagement, operational excellence, institutional partnerships, equity and access, and long-term program sustainability.

This is a seasonal role leading up to the summer 2027 Institute. This is currently planned for 55 students and ~15 staff. Students will live on campus for 8 days.

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!

Key Responsibilities

Leadership & Community Building

- Set the tone for an inclusive, respectful, and engaging community by modeling positive behavior and upholding Institute values.
- Foster a strong sense of belonging among students and staff, promoting collaboration, respect, and open communication.
- Lead efforts to ensure a safe and supportive environment across all aspects of the program.

- Serve as a visible and approachable presence for students and staff, providing support, mediation, and guidance as needed.

Staff Supervision & Development

- Oversee and support all Institute staff, ensuring they are equipped to deliver a high-quality student experience.
- Collaborate with staff to lead curriculum and training for all students at this Institute.
- Provide coaching and mentorship for staff throughout the program.
- Ensure staff are aligned with program values and expectations, and consistently enforcing policies and procedures.
- Coordinate staff responsibilities to maintain smooth daily operations and strong teamwork.

Program Operations & Oversight

- Manage all non-curricular operational aspects of the Institute, including student arrival, registration, daily schedules, and end-of-program activities.
- Ensure effective planning and delivery of community-building activities.
- Monitor and respond to behavioral or safety concerns, escalating issues when appropriate.
- Maintain accurate records and ensure all administrative tasks (e.g., reports, logs, communications) are completed.

Communication & Coordination

- Act as the central point of communication between staff, families, students, and the Institute Leadership Team.
- Provide timely, clear, and compassionate communication with families, addressing concerns or incidents professionally.
- Collaborate with leadership to align on goals, resolve challenges, and ensure a cohesive program structure.

Timeline

Pre-Institute (Fall/Winter/Spring)

Most of the work takes place virtually and on your own schedule. Planning and hiring takes place throughout the Fall and Winter, followed by a burst of organizing and coordinating in the Spring, leading up to the Institute in the Summer.

Fall:

- Sign contract for the upcoming summer

- Reconnect with returning staff and HQ to begin activity planning and identify materials or logistical needs

Winter:

- Work with GIV HQ a to create an overarching plan and goals for the Institute to ensure quality and impact
- Work with GIV HQ to recruit, interview, and hire faculty, RAs, and other staff
- Participate in GIV Institute Leadership meetings
- Participate in outreach activities as requested

Spring (continue Winter work, and):

- Communicate proactively with HQ, leadership team, and families/students
- Plan and lead staff meetings to build relationships and establish community norms
- Deliver pre-Institute training to align staff with GIV's mission, policies, emergency protocols, and student needs
- Ensure schedules, supplies, and logistics are set for the summer
- Communicate proactively with students and families from April onward
- Coordinate with host campus re: housing, meals, and facilities

During the Institute (Summer)

This role lives on campus and is in residence with the community. Institute Directors need to be available outside standard work hours for student and staff support.

You role will include, but is not limited to

- Fostering a cooperative spirit and sense of community
- Staff training
- Overseeing student arrival and registration
- Holding daily staff meetings
- Managing sensitive or urgent issues
- Proactively communicating with families
- Planning and overseeing the final day
- Celebrating and debriefing with staff

POST-INSTITUTE (Summer & Fall)

- Deliver reports and records in a timely manner
- Represent the Institute at GIV's annual retreat

Qualifications

- Significant experience working with young people in educational, camp, or residential settings.
- Demonstrated success in staff supervision, leadership, and managing complex, fast-paced programs.
- Strong organizational and problem-solving skills, with the ability to lead calmly and confidently under pressure.
- Exceptional interpersonal, communication, and conflict-resolution skills.
- Commitment to equity, inclusion, and creating student-centered environments.
- Proficiency with digital tools (e.g., Google Suite); valid driver's license required.
- Flexible, collaborative mindset, and a sense of humor!

Compensation & Work Environment

Compensation for the Institute Director is \$6000. GIV Institute Directors are paid by check at the conclusion of duties. Room & board while on campus is included, and no additional benefits are included.

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. We will review submissions and reach out if we are interested in considering you for the role. Once filled, we will remove the role from our website (<https://giv.org/jobs>). Questions? Please email jobs@giv.org