



Girls Rock Campaign Boston
Director, Session Based Programs
Full Time Employee

The mission of Girls Rock Campaign Boston (GRCB) is to empower girls, women and youth and adults with marginalized gender identities to believe in themselves by building a supportive community that fosters self-expression, confidence and collaboration through music education and performance.

GRCB is seeking an energetic, dynamic, and collaborative Director of Session Based Programs to join our team. In this role, you will lead the evolution of our music based week-long Summer Sessions for Youth and Weekend Sessions for Adults, as well as GRCB's ongoing *Sing Out, Speak Up, Make Noise*, workshop series. In addition, you will have the opportunity to develop and implement special projects which have the potential to become new, ongoing programs.

In this newly-created role, you will be responsible for all aspects of our session-based programs, including the development of curriculum and programming, training and ongoing supervision of volunteers, recruitment and coordination of youth and adult participants, and managing the program budget. The ability to foster and enhance community relationships and partnerships is a crucial component of this role.

You will join GRCB's Program Team, working in partnership with GRCB's Director, Community Programs, to implement GRCB's organizational vision and strategic plan to ensure that programming provides maximum impact for girls, women, and youth and adults with marginalized gender identities.

The ideal candidate will possess the following:

- Significant experience in the development and implementation of youth programming.
- Ability to evolve, develop, and direct music curriculum including the ability to support Instructors with musical lesson plan design and understanding of best practices for music education across age ranges, instruments, and skill levels
- Highly developed skills in planning, organizing, and attention to detail with the ability to prioritize, self-direct work, attend to multiple projects with overlapping deadlines, and complete projects in a timely manner.

- Understanding of best practices in volunteer management, including training, recognition, motivation and appreciation.
- Outstanding communication skills along with demonstrated ability to develop and grow community partnerships.

When GRCB started in 2010, we set out to create opportunities for girls and women to find their unique voices and build community through music. In the years since, we have expanded our understanding of gender, and now recognize that the liberation of women and girls is part of the broader fight for gender justice.

Additionally, there is no gender justice without centering the intersecting identities of Black, Indigenous, People of Color (BIPOC) and Queer, Trans, People of Color (QTPOC). Historically and currently, these individuals have experienced oppression within white, cisgender female “feminist” spaces, as well as appropriation within the music industry. As a feminist music organization, GRCB works to remove any barriers within our community and uplift the voices of all marginalized genders, BIPOC, and QTPOC.

Girls Rock Campaign Boston provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

KEY RESPONSIBILITIES:

Programs

- Lead the development, coordination, oversight, and evaluation of GRCB’s existing Summer Sessions for Youth, Weekend Sessions for Adults, and our ongoing *Sing Out, Speak Up, Make Noise* Workshop Series.
- Collaborate with the Program Team and volunteers to develop program evaluation tools to ensure consistent, high-quality evaluation and goal setting for all programs; review and update as needed.
- Develop and implement additional program offerings based on capacity, community input, and constituent needs.
- Adapt programs into virtual formats if necessary

Volunteer Coordination

- Lead efforts to recruit, place, train, supervise, and retain the 150-200 volunteers who participate on relevant Volunteer Teams and support Summer Sessions, Weekend Sessions, and Workshops.
- Collaborate with the program team to design, implement, and facilitate strong volunteer orientation and ongoing training and skill development programs.
- Coordinate Youth Volunteer program within summer sessions.

Participant Coordination

- Lead the recruitment and coordination of at least 150-200 Youth and 100 Adult participants each year.
- Foster strong and consistent communication and relationship building with youth and families.
- Collaborate with the Board of Directors' Diversity, Equity and Inclusion Committee to evaluate and implement fair, equitable and sustainable admission policies and tuition.

Enhance and implement GRCB's organizational vision and strategic plan

- Enhance community outreach, foster current partnerships, and develop new community partnerships

SUMMARY OF QUALIFICATIONS:

Required Knowledge / Skills / Abilities

- Experience developing, implementing, and evaluating youth programming or other relevant experience
- Highly motivated with ability to prioritize, self-direct work, attend to multiple projects with overlapping deadlines, and complete projects in a timely manner
- Excellent verbal and written communication skills and highly developed ability to effectively communicate with groups of stakeholders for recruitment, coordination, and training purposes. Demonstrated experience with relationship building.
- Understanding of best practices in volunteer management, including training, recognition, motivation and appreciation.
- Ability to evolve, develop, and direct music curriculum including the ability to support Instructors with musical lesson plan design and understanding of best practices for music education across age ranges, instruments, and skill levels
- Highly developed skills in planning, organizing, and attention to detail
- Ability to work independently, take initiative, and execute tasks with minimal supervision
- Ability to work in a team setting and value a supportive and collaborative work environment
- 3-5 years of experience in education, youth programming, music education or equivalent related experience.

Preferred Knowledge / Skills / Abilities

- Working with Adult Learners
- Experience developing, planning, and implementing budgets
- Familiarity with database systems and program data collection.
- Familiarity with Google Drive Suite

Reports to: Executive Director

Time Commitment, Schedule, Working Conditions: Full Time Employee, Monday-Friday 9:00-5:00 preferred, schedule may be negotiated. Ability to work nights, weekends and full week/weekend sessions when requested or required. Staff is currently working remotely.

Salary: \$50,000 - \$53,000

Benefits: Generous PTO and Sick Time, 403b with Partial Employer Match, Professional Development Opportunities

To Apply

Please send your resume and cover letter or sample of work to apply@girlsrockboston.org. Please format the subject heading, "Director, Session Based Programs - First Name Last Name."

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Girls Rock Campaign Boston reserves the right to modify position duties at any time, to reflect process improvements and business necessity.
