

The George Washington Foundation - Fredericksburg, VA

Title: School & Youth Programs Manager

Reports To: Director of Education

Status: Full-time, salaried; Monday – Friday work schedule with occasional weekend and evening work required

Apply: To apply, please send a resume, a cover letter including salary requirements, and a one-page writing sample to waters@gwffoundation.org

Description: The George Washington Foundation seeks a full-time Manager of School and Youth Programs. Headquartered in Fredericksburg, Virginia, the Foundation owns and operates two historic sites: George Washington's Ferry Farm and Historic Kenmore. This position works as part of the Education Department to create, lead, evaluate, and coordinate K-12 school and youth programs across both sites. More information about the foundation can be found on our [website](#).

Duties & Responsibilities:

Specific responsibilities include but are not limited to:

- Work as a member of the Education Department to develop and deliver education programming year-round and lead tours for groups, as needed
- In close collaboration with the Director of Education, coordinate the development, implementation, and evaluation of public programs for K-12 and youth & family audiences (this includes summer camps, scout programs, field trips, and more)
- Train and lead a team of part-time and volunteer Museum Educators
- Manage school tour and youth program registration lists, field trip reservation forms, invoices, correspondence, and surveys
- Brainstorm, research, and develop new educational programs and evaluate the effectiveness of said programs
- Develop and maintain Museum Educator reference materials and resources
- Work with the Education Director to make connections with schools and teachers in the Fredericksburg area, including public, private, and homeschool groups
- Work with the Manager of Marketing & Communications to ensure that youth programs are publicized on Social Media, the website, fliers/posters/banners, etc.
- Work with the Education Department to support public programs and events, with an emphasis on the following events: George Washington's Birthday, July 4th at Ferry Farm, and Colonial Fair at Historic Kenmore

Qualifications:

Experience and Education Requirements:

- Advanced degree in Museum Studies, Education, American Studies or other related fields, or an equivalent combination of education, training, and/or experience.
- Previous experience working at a historic site or museum
- Experience working with children and leading groups
- Experience writing programs based on state standards of learning

Knowledge, Skills, and Abilities

- Familiarity with early American history and 18th-century material culture
- Excellent verbal and written communication skills; ability to communicate effectively with colleagues and with the public
- Excellent organizational and time management skills
- Demonstrated leadership skills and ability to work in a team environment
- Commitment to telling stories from multiple perspectives and to talking about difficult subjects
- Positive attitude and ability to adapt to change
- Experience with Microsoft Office Word, Excel, PowerPoint, Outlook, Google Drive, Gmail, and Zoom and a willingness to learn new platforms.
- Knowledge of SimpleTix and Square POS software a plus

Physical Demands:

The School & Youth Programs Manager must be physically able to stand and walk with a group for 1 hour or longer and be able to climb stairs. May involve working outside during hot and inclement weather. While performing the duties of this position, the Manager is regularly required to reach with hands and arms, speak for extended periods of time to an audience, and listen. They may need to lift and carry objects such as a small water cooler, printed material, educational supplies, or cleaning supplies. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The George Washington Foundation is an Equal Opportunity Employer. We do not discriminate on the grounds of race, color, religion, sex, age, disability, or national origin in the hiring, retention, or promotion of employees.