



## The Spitfire Club Programs Manager - Position Description

Position Title: Programs Manager  
Position Location: Hybrid (in person and remote), based in Alexandria, Virginia  
Employment Status: Full-Time, Salaried/Exempt  
Reports to: Executive Director  
Salary Range: \$60,000 - \$75,000

*Innovative girls' empowerment + literacy nonprofit startup seeks a dynamic educator or out-of-school-time program leader to manage our reading programs.*

At The Spitfire Club, we are changing the world, one book club at a time! Spitfire Clubs are built around children's literature featuring strong, diverse, female protagonists. By creating demand for and building an inclusive community around diverse, girl-positive books, we enhance literacy and social-emotional skills, nurturing each Spitfire's love of reading, love of self, and love for Spitfires across all communities.

The Spitfire Club partners with outside of school time programs (Title I schools, affordable housing communities, community centers, and similar groups) to offer Spitfire Clubs on a weekly basis, with a focus on Spitfires who face structural and systemic barriers to literacy, visibility, opportunity, and liberation.

The ideal candidate thrives in an entrepreneurial environment, has experience in the classroom, is enthusiastic about great kidlit and girls' empowerment, speaks Spanish fluently, believes that every child is good and has the potential to thrive, delights in things like new school supplies and silly stickers, and brings their big ideas and their big hearts to work with them each day.

Key responsibilities include:

1. Programs Management and Administration (40%)
  - a. Manages the coordination of, administration of, and preparation for all programming (includes lesson planning, book selection, and materials procurement)
  - b. Produces tools and resources to support elementary students' emotional and academic development
  - c. Partners with the Executive Director to dream up new program activities, guided by The Spitfire Club's vision, strategy, practices, and values
2. Programs Instruction (40%)
  - a. Facilitates a number of Spitfire Clubs each week, enthusiastically leading program activities for each session
  - b. Cultivates a sense of safety and belonging as a mentor and champion of every participant in our programs
  - c. Implements evaluation plans for programs and monitors effectiveness for continuous learning and improvement
3. Stakeholder Engagement (10%)
  - a. Manages communication with program participants and their families, and programming that targets caregiver engagement
  - b. Liaises with outside of school time site partners to ensure efficient and effective collaboration
4. Other Duties (10%)
  - a. Collaborates with Executive Director on program-related strategy
  - b. Takes occasional meetings with board members, external stakeholders

- c. Occasionally produces programs-specific grant proposals and reports
- d. Commits to continuous learning, participates in trainings and professional development opportunities
- e. Other duties as assigned

#### Location and Time:

- During the academic year, the Manager would facilitate programming on-site most days of the week (Monday-Friday) between the hours of 2pm and 5:30pm - duration, dates, and times vary based on partner needs and preferences. During the academic year, Spitfire Clubs often do not meet when schools are closed.
- During the summer break, in partnership with summer enrichment programs, the Manager would facilitate programming on-site throughout the day (10am - 5:30pm) — duration, dates, and times vary based on partner needs and preferences.
- Outside of program facilitation, the Manager largely has the flexibility to set their own schedule and location (remote or in-office), provided that quality of work and timeliness are not impacted by remote work/nontraditional hours.
- There is an expectation that Spitfire Club email will be checked on a daily basis and requests/questions will be responded to within 2 business days.

#### Benefits include:

- Medical, Dental, and Vision Insurance, effective 60 days after start date
- 20 days of PTO annually
- Gas reimbursement for work-related travel (does not include commute)
- Office closure on most federal holidays
- Flexible schedule and location for office work

#### Qualifications and Requirements:

- 5+ years' professional experience working with youth in a classroom or group setting (ideally in elementary school), with strong abilities in enchanting and empowering this age group.
- Ability to drive and transport materials to onsite programs, access to reliable transportation.
- Fluency in Spanish required. Excellent written, verbal, and public speaking communication skills in both English and Spanish.
- Experience developing lesson plans and preparing dynamic activities for group learning environments.
- Ability to embody the Spitfire values of curiosity, resilience, empathy, authenticity, and tenacity.
- Excellent conflict resolution skills and experience in trauma-informed and restorative practices with elementary age children.
- Proficient in Microsoft Office and Google Suite (G-Drive, Gmail, Google forms, etc).
- Strong organizational skills.
- Self-motivated and able to work independently and/or with limited guidance.
- All offers of employment are contingent upon clear results of a thorough background check. The Manager may also be required to undergo background checks through our partners (depends on each partner's policies).
- May need to wear a mask when working with youth (depends on each partner's policies); COVID-19 vaccination is required for all employees unless a reasonable accommodation (due to documented medical issue and/or sincerely held religious belief) is approved.

Know someone who would be great in this role? Send them our way!

Candidates can email their cover letter and resume to [info@thespitfireclub.org](mailto:info@thespitfireclub.org). Thank you!