

THE STEAMER VIRGINIA V FOUNDATION

Job Title: VIRGINIA V Programs Manager

Reports to: Executive Director

Compensation: \$20,000 to \$25,000/year salary. 0.5 FTE. No benefits.

Background:

The Steamer Virginia V Foundation was formed in 1979 to preserve, operate, and interpret the SS VIRGINIA V, a National Historic Landmark and last of the Puget Sound's "Mosquito Fleet" steam ships.

Approximately 20,000 individuals visit the vessel annually at her permanent home at Lake Union Park in Seattle's South Lake Union neighborhood. The vessel takes about 50 underway trips a year.

The Foundation currently offers summer camp programs, family-friendly public cruises, and teen summer internships aboard the ship, and has standing partnerships with several youth-serving organizations to provide educational field trip outings and volunteer opportunities for students.

Job Summary:

The Programs Manager is responsible for managing all aspects of the Steamer Virginia V Foundation's ("the Foundation") educational programs onboard the SS VIRGINIA V.

This position utilizes insight and knowledge of youth and family audiences and partners to develop engaging and impactful programs. It also is responsible for developing and successfully implementing annual work plans and budgets that align with the Foundation's overall goals and objectives.

This position serves in a supervisory role to the program delivery volunteers and reports to the Foundation Executive Director. There are no staff that report to this position.

The position is half time. 20 hours per week. Schedule is flexible; some weekend and evening work will be required.

Core Functions:

1. Program delivery & management

- Coordinate and oversee all existing youth programs, including direct program delivery, maintenance of program supplies, and communication with program partners and volunteers.
- Provide clear direction, feedback, and ongoing training as necessary to all volunteers and staff supporting program delivery.
- Ensure programs are incorporating education best practices and Washington State Learning Standards.

2. Program development

- Design and implement new standards-based educational programs for PreK – 12 students and informal learning opportunities for youth and family audiences on the SS VIRGINIA V in accordance with the long-term strategic plans of the Foundation.
- Modify existing program design and content as needed, guided by ongoing evaluation of program quality and effectiveness.

Post Office Box 9566 ~ Seattle, Washington 98109-0566

Tele 206.624.9119 ~ Fax 206.381.3715

Website www.virginiav.org ~ Email info@virginiav.org

The Steamer Virginia V Foundation is a non-profit organization under section 501(c)(3) of The Internal Revenue Code
Our IRS Federal Identification number is 91-098960

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3. Audience and partnership development

- Actively build relationships with youth-serving organizations, educators, clubs, and other community groups to increase program reach and build community exposure.
- Maintain relationships with existing programmatic partners and help build bridges to potential new partner organizations for program delivery.

4. Financial

- Establish annual revenue goals for youth and family programs in collaboration with the Executive Director
- Oversee annual budgets for programs, monitor expenses and income.

5. Assessment and reporting

- Maintain clear records on program participation and generate reports of student and adult numbers served to Foundation staff and board members.
- Routinely evaluate existing programs to ensure that they are of the highest quality, meeting goals, reaching desired audiences, and are relevant to the broader priorities of the Foundation.

Requirements:

- Bachelor's degree in education, history, or a related field
- Experience in educational program delivery, K-12 curriculum development, educator professional development, preferably in an informal setting such as a museum, heritage organization, or environmental education center
- Demonstrated experience with growing programs, building strategy, setting and achieving revenue goals
- Experience in training and supervising staff and volunteers to deliver programs

Desired:

- Excellent interpersonal skills, including verbal and written communication, presentation skills, and leadership
- Highly organized and attentive to detail
- Experience working with team member and the public to achieve results
- Familiarity with relevant themes of maritime history and steam technology
- First Aid/CPR Certification

Conditions of employment:

- Ability to work flexible hours, including some early mornings, evenings, weekends, and holidays
- Appointment to this position is contingent upon obtaining satisfactory results from a criminal background check

To apply:

Please submit a cover letter and resume to Heron Scott, Executive Director (heron@virginiav.org).

Position open until filled. (*Posted 11/5/2018*)

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