



## **School Program Manager – Job Description**

**Job Title:** School Program Manager, Flagstaff Youth Riders Inc., (FLYRS)

**Location:** Flagstaff, Arizona

**Wage:** \$25 per hour

**Job status:** part time

**Work Hours:** flexible schedule that varies by season; some nights and weekends; average 40 hours per month. This position (including hours) is anticipated to expand with the growth of the program.

**Interviews:** conducted in August

**Anticipated Start Date:** August-September

**To Apply:** Please submit a resume, cover letter, and three references to FLYRS Executive Director, Tyler Nelson, at [tyler@flyrsaz.com](mailto:tyler@flyrsaz.com)

**Position Open:** until filled

### **Overview**

The FLYRS School Program Manager is responsible for the preparation, correspondence, and coordination of the programmatic aspects of FLYRS school programs. The School Program Manager must have the ability to develop and maintain professional relationships with FLYRS staff, youth participants, school administrators, parents, volunteers, and community partners. This position will involve a strategy and development focus as well as execution and management of the school program.

### **Program Development and Strategy**

- Work in partnership with the Executive Director to create a sustainable strategy for the FLYRS School Program
- Work in partnership with the Executive Director to create and maintain a sustainable strategy for the existing FLYRS School Programs at Puente De Hózhó, Marshall, and Summit High School
- Create how-to guides and curricula for the school programs

- Solicit, educate, and work with school administrators to recruit new schools into the school program

### **Program Management**

- Implement sustainable strategies for the school program
- Manage all aspects of the school program to include but not limited to: onboarding new schools, act as the main point of contact with school groups and participants, help recruit and onboard coaches per FLYRS protocols, and work within the budget for each school
- Act as coach for minimum of 2 groups in the school program during each fall and spring seasons

### **Other responsibilities**

- Be part of the FLYRS team in training, fundraising, and community events
- Aid in fundraising through school tax credits and grants, and help facilitate the flow of funds to the school program
- Other duties and tasks as may be directed by the Executive Director to further the FLYRS programs and mission

### **NOTES:**

- This position is subject to the availability of grant and other funds.
- This job description may evolve as the needs of the organization change.

### **Skills and Knowledge**

- Passion for mountain biking
- Enthusiasm for working with youth
- Excellent verbal, written, and social communication skills
- Outstanding organization skills
- Ability to document and communicate details
- Creative and effective problem-solving skills
- Strong work ethic
- Strong ability to prioritize and multi-task when necessary
- Demonstrated ability to be creative, innovate, and execute on ideas
- Practical knowledge and experience using a variety of office equipment and programs such as Microsoft Word, Excel, Google Drive, Docs, and Sheets

- Actively participates and collaborates with others; communicates well to the team and is open to a collaborative and constructive culture to learn and grow together
- Flexibility
- Sense of humor

**Minimum Qualifications:**

- Bachelor's degree and/or any combination of education, training and experience which demonstrates the ability to perform the duties of the position
- Ability to pass a background check

**Preferred Qualifications:**

- At least 5 years mountain biking experience
- At least two years' experience working with youth and/or working in nonprofit management
- Teaching and/or coaching experience
- Current 1<sup>st</sup> Aid, CPR, and/or equivalent training

Our ideal candidate will be trustworthy, dependable, and able to work independently. The FLYRS School Program Manager must fully embrace FLYRS mission, values, and goals.