



Job Description: Director of Volunteer Programs

A new position to help launch Breakthrough's expansion

Breakthrough Overview

Breakthrough San Francisco at SF Day School provides intensive academic enrichment and support to motivated San Francisco students with limited educational opportunities, and trains outstanding high school and college students for education careers. To that end, we operate an academically rigorous six-week summer program that doubles as a training ground for our intern teachers. In addition, we operate an after-school and Saturday tutoring and enrichment program during the school year, staffed largely by volunteers. Since 1993, Breakthrough has been a community involvement initiative of San Francisco Day School, a K-8 coeducational independent day school that values academic excellence for all students. We are an affiliate of the national non-profit organization Breakthrough Collaborative.

Our results are exceptional. In summer 2011, our rising fifth and sixth graders made average gains of 1.0 grade levels in reading and 0.65 grade levels in math, while writing scores increased by 31% on average. Also in 2011, our intern teachers made average gains of 14 percentage points on our teacher excellence rubric.

After a three-year planning process, we are launching a seventh grade program in summer 2012, as a first step in our evolution into an eight-year program that sends at least 90% of students to four-year colleges. As we prepare to grow, we seek an exceptionally driven and goal-oriented educational leader to join our team in a new position, starting in late spring 2012. He or she will assume responsibility for existing volunteer programs, which engage some 100 volunteers annually, while also overseeing several new projects related to our expansion.

General Job Description

The Director of Volunteer Programs is a key member of Breakthrough San Francisco's four-person administrative team. He or she recruits, selects, trains, and supervises high-caliber volunteers to work with students in our summer, after-school, and Saturday programs. Some of these programs currently have well-defined volunteer roles; others would benefit from further development. The Director of Volunteer Programs ensures that each of our students receives effective, personalized support, and that each volunteer has a meaningful service experience. The Director of Volunteer Programs works closely with the other members of the administrative team and reports to the Executive Director.

Specific Duties

Volunteer Recruitment and Selection

- Oversee recruitment of volunteers for our after-school, Saturday, and summer programs, targeting San Francisco Day School seventh and eighth graders; local high schools and colleges; Breakthrough student alumni; young adults; corporate partners; and, possibly, selected other independent schools. Increase applicant numbers in support of our expansion.
- Oversee selection of above, maintaining high standards and communicating clearly with all parties regarding selection criteria and process.

Volunteer Training and Management

- Plan and facilitate training sessions for volunteers, aligning with instructional approach used by summer intern teachers.
- Stay apprised of Breakthrough students' academic and social-emotional needs through close communication with administrative staff and intern teachers. Ensure tutors are providing relevant support.
- Closely supervise all volunteers. Provide feedback and opportunities to reflect on the broader significance of their work. Hold them to high performance standards.
- Plan end-of-semester appreciation events for volunteers and students.

Other Responsibilities

- Evaluate impact of volunteer programs.
- Build effective working relationships with Breakthrough and SFDS students, families, intern teachers, and staff.
- Plan selected Saturday excursions for students and volunteers each fall and spring.
- Possibly, co-lead an advisory group of San Francisco Day School students.
- Possibly, oversee delivery of year-round food service program.
- Carry out other projects as needed.

As mentioned above, in addition to overseeing existing programming, the Director of Volunteer Programs will work on several new projects in 2012-13, potentially to include:

- Creating enhanced opportunities for reflection and leadership development on the part of middle and high school aged volunteers.
- Dramatically increasing the structure and academic rigor of Breakthrough's tutoring program during the summer.
- Launching an after-school arts and electives program in fall 2012, attended by both Breakthrough and SFDS students.
- Strengthening Breakthrough's relationship with selected corporate partners and, possibly, other independent schools.

Qualifications

- Bachelor's degree; Master's degree a plus
- 2+ years experience as a classroom teacher, preferably at the middle or high school level
- Demonstrated ability to hold students to high standards and achieve measurable results
- Demonstrated commitment to educational equity
- Excellent verbal and written communication skills with a wide range of audiences, including cross-culturally
- Exceptional organizational skills and attention to detail
- Fluency in Spanish and/or Cantonese a plus
- Familiarity with San Francisco schools a plus

Commitment and Compensation

- Full-time, starting late spring 2012
- Generous compensation (commensurate with education and experience) and benefits, consistent with San Francisco Day School personnel policies

To Apply

Email a current resume, thoughtful cover letter, and salary requirements to hr@sdfs.net no later than **March 30, 2012** with subject line **Director of Volunteer Programs**. Applications will be reviewed on a rolling basis. Prior to applying, please thoroughly review our website, www.breakthroughsf.org. Questions can be directed to Executive Director Andy Shin at (415) 568-3661 or andy@breakthroughsf.org.