



# LOOKING FOR PROGRAM MANAGERS

**What is Startup Skool?** We're a social enterprise educating youth about entrepreneurship, design thinking, and technology. We run alternative education summer camps like you've never seen before. We exist to create thought leaders at an early age and our vision is to bring the world of entrepreneurship to all students.

*Imagine being 12 years old, learning about entrepreneurship, building prototypes, testing your ideas, building a website, and launching your first business! This is the experience we're creating for youth right in Victoria.*

**The Role:** Program Managers will work with the Program Operations Director to ensure a successful summer for Startup Skool. In leading up to the camps they assist in the hiring of instructors, further enhancing the curriculum, improving the training program for instructors, recruiting and scheduling guest speakers, and improving the overall camp experience. While camp is in session they assume overall leadership of a specific camp location, including staffing, logistics, inventory management and day-to-day operations. Program Managers provide leadership and instructional supervision for all instructors, interact daily with families and community members, and are truly the face of Startup Skool in the communities they serve.

## **What Does a Program Manager Do?**

- Organize and supervise all activities and supplies pertaining to Startup Skool and its participants;
- Enhance and develop stronger curriculum for the camp;
- Hire, train, and manage a small team of instructors;
- Recruit and schedule guest speakers and/or tours for camps;
- Educate and sell to inbound phone/email/online inquiries regarding camps in a timely manner
- Ensure all necessary information is communicated to parents and attendees prior to, during, and after the program;
- Purchase, manage and prepare all materials required for staff and participants. Stay within budget and record purchases;
- Assist in instructing camp attendees and enhancing camp experience
- Must be available 24/5 for emergency situations. Must maintain all medical logs and emergency procedures for staff and students if required;
- Conduct interviews with parents before, during, and after camp to establish satisfaction level and identify areas of improvement;
- Communicate regularly with the Program Operations Director to ensure all tasks required for running Startup Skool are being met and managed efficiently.

## **Our Ideal Candidate is:**

- Is entrepreneurial, organized, and professional;
- Has exceptional project management and organizational skills;
- Has the initiative, drive, and the ability to establish and maintain deadlines;
- Strong leadership qualities and communication skills;
- Working towards a bachelor's degree in commerce, business administration, education, computer science or similar;
- Can provide a clean criminal record check;
- Has experience working in the industry or in a management role;

## **What We Offer:**

- Fun, innovative and challenging environment
- Strong training and networking opportunities
- Chance to be a part of a growing and impactful social enterprise

## **Compensation and Details:**

- 4 month co-op May-August 2017
- Camps run M-F 9:00am-4:00pm in July & Aug
- Hourly wage will vary with experience
- 1 Position Available in Vancouver and 1 in Victoria

## **To Apply:**

Please send us a 1 minute video explaining what excites you about Startup Skool and why you feel you're the right person for this position. Please also include your resume with your application and any pictures, or things you have created for previous jobs, that tell us a little bit more about you.

Send your details to [info@startupskool.com](mailto:info@startupskool.com). If you have any questions, please do not hesitate to contact us by emailing [info@startupskool.com](mailto:info@startupskool.com) or by phone at (604) 398 3992.

**SINCERELY,  
THE STARTUP SKOOL TEAM**

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