**Site Manager – Jumpstart**  
**Job Announcement #22-310**

| Position Summary: | Full-time, benefited position for the California State University, Fresno Foundation. Jumpstart is a national early education organization that recruits and trains college students and community volunteers to work with preschool children in low-income neighborhoods. Through a proven curriculum, these children develop the language and literacy skills they need to be ready for school, setting them on a path to close the achievement gap before it is too late. The Site Manager is a full time, 12 month position based at California State University, Fresno. Under supervision of the Senior Site Manager, the Site Manager is responsible for overseeing the day-to-day operations of the campus Jumpstart program in order to ensure that Jumpstart Quality Standards, guidelines provided by Jumpstart, are met and the program is meeting grant requirements. The Site Manager will support recruitment, training and management for college students serving as part-time AmeriCorps members to work with low-income preschool children during the academic year. The Site Manager works in conjunction with key campus personnel and Jumpstart’s regional and national staff to implement the Jumpstart program model. |
| ESSENTIAL JOB FUNCTIONS: | The Site Manager will report directly to their higher education partner supervisor, Senior Site Manager, and a Jumpstart Program Director. Typical duties include, but are not limited to, the following: |

**Early Childhood Education and Training**
- Facilitate Jumpstart training for Corps members; adapt or develop specialized training content for Corps members when necessary
- Observe Jumpstart sessions to monitor the quality of interactions between Corps members and children and the implementation of planned curriculum
- Provide coaching and feedback to Corps members based on observations
- Observe and support Curriculum Planning Meetings to monitor the quality of team collaboration, meeting facilitation and the design of curriculum to be used in Jumpstart Sessions
- Ensure the site is meeting the requirements of the Jumpstart Quality Standards
- Work closely with teachers and preschool center directors, negotiating aspects of program implementation

**Program Management**
- Plan and manage recruitment process; interview and select all Corps members for site
- Support Corps members in the completion of expected hours requirements
- Recruit and manage a Corps member to serve as a Volunteer Coordinator
- Provide Corps members and Team Leaders with systematic supervision and support, consistent and responsive management, and clear ongoing communication
- Work with Jumpstart staff to ensure grant and programmatic compliance
- Manage Corps member files to AmeriCorps and/or grant specifications
- Prepare and submit reports on site fiscal and programmatic performance to Jumpstart
- Provide additional support and representation at AmeriCorps sponsored events or stakeholder events/meetings

**Campus and Community Partnerships**
- Build and manage high quality Preschool Program Partner relationships
- Cultivate and manage campus relations to ensure sustainability and success of the program on campus
- Contribute to the development of the Jumpstart brand by engaging in local media and public relations activities, including maintaining and updating social media pages (Facebook, Instagram) and Alumni Newsletters
- Work with Jumpstart staff to support city/community-based efforts (city-wide volunteer event collaboration, city-wide training institute collaboration, etc.)
- Work with student assistants to plan and execute volunteer engagement activities to involve corps members and members of the community
- Build and manage high quality community partner/stakeholder relationships

Jumpstart National Network Responsibilities
- Participate in weekly one-on-one meetings with Jumpstart Program Director
- Participate in on-going conference calls
- Participate in New Staff Orientation during first year, ongoing staff trainings, and periodic retreats throughout year
- Support the stewardship of local stakeholders by hosting site visits and engaging Corps members in events

Campus Specific Responsibilities
- Participate in campus and department responsibilities including staff meetings and events
- Encourage Jumpstart members to connect their work in local preschool classrooms to credit bearing coursework, including but not limited to COMS 101 courses and service learning
- Work with campus and program personnel to develop and deliver service-learning course content
- Work with faculty who can assist with Jumpstart member training and recruitment, and institution of higher education and preschool program partner relationships
- Recruit and manage part-time student assistant or graduate students to assist with administrative tasks
- Other duties as assigned

**POSITION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor’s Degree required
  - Master’s Degree preferred
- Equivalent of one (1) year experience in an early childhood setting, child development, in a higher education setting and/or managing college students required. Master’s Degree in related area can supplemented for this experience.
- Strong organizational, management and leadership abilities required
- Ability to prioritize and multi-task in order to meet key tasks as scheduled required
- Ability to comprehend and manage basic fiscal matters such as budgets required
- Demonstrated ability to use intermediate and some advanced functions of Microsoft Office Suite (Word, Excel, Power Point, Outlook) the internet and web-based forms (ie. DocuSign, AdobeSign) required
- Background in community service
- Experience developing partnerships with other organizations/entities preferred
- Prior experience in managing others; ability to provide verbal and written feedback preferred
- Demonstrated ability to use basic social media platforms to advance Jumpstart brand (Facebook, Instagram, Canvas) preferred
- Demonstrated ability to build and maintain strong relationships with university staff and the general community preferred
- Commitment to Jumpstart’s mission and values of learning, determination, connection, joy, and kindness
- Commitment to serving young children, families, and local communities
- Commitment to developing an orientation toward civic engagement among undergraduate students
- Requires significant evening/weekend work at specific times during the program year.

**COMPENSATION:** $5,200.00 per month. Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay.

**DEADLINE:** Application review begins April 28, 2022; open until filled.
TO APPLY: Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/ for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:

California State University, Fresno
Auxiliary Human Resources
2771 E. Shaw Ave. (there is no suite number)
Fresno, CA 93710       Fax: (559) 278-0988
E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click http://fresnostate.edu/adminserv/smokefree/index.html
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.