



**SPUR**

A community of doers

## **Enrichment Director**

### **ABOUT SPUR**

SPUR makes volunteerism easy and accessible by providing the platform, education, connections, and support necessary to inspire and mobilize volunteers throughout the communities of Lynn, Marblehead, Salem, and Swampscott. We are passionate about volunteerism and committed to making a tangible difference in the lives of both recipients and volunteers while empowering our next generation of leaders.

Our growing organization seeks a qualified Enrichment Director to lead our youth education program aimed at offering quality service learning and enrichment opportunities, further expanding our impact to the youngest members of the community. Preference will be given to candidates with bilingual language skills.

### **ABOUT THE POSITION**

One of SPUR's core pillars is providing transformative, hands-on, service-based opportunities for youth grades preK - 12. The intention is to elevate and invest in youth by igniting a passion for giving back to their community in innovative ways. Our goal is to harness children's innate ability to be change makers in this world and inspire them to continue their positive, purposeful work in the future.

To this end, the Enrichment Director will create a vibrant and robust program that encompasses assessing community needs, cultivating new partner agencies, engaging new audiences for volunteering, and writing an engaging curriculum that can be leveraged in schools. Additionally, this professional will be accountable for ensuring friendly, efficient, and accurate task completion and contribute to our positive work environment and staff culture.

The successful candidate should have a strong attention to detail and accuracy; a proven track record for self-direction; demonstrated experience with project management and organizational systems. This position is ideal for a creative go-getter, as it involves conceptualization, execution, partnership, and recruitment.

The Enrichment Director will have oversight of the enrichment budget, as well as set metrics for success as the programs are developed. The candidate will be responsible to provide updates to the Board, program donors, and work closely with other staff to help ensure that the fundraising and marketing mirrors the program growth.

This role is for a seasoned professional. This position reports to the Executive Director but will work closely with the entire SPUR team.



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### **REQUIREMENTS**

- Local travel for workshops, trainings, and enrichment-related activities
- Lifting / moving of supplies and being outdoors, sometimes in inclement weather, for programs
- Flexibility in working hours appropriate to meet responsibilities is required
- Ability to speak, read and write Spanish fluently is preferred.

### **KEY QUALIFICATIONS**

- Minimum of five years of professional experience teaching or leading programs with children; knowledge of curriculum development and theory
- Experience building sustaining and ongoing programs and educational curriculums from the ground up including identifying quantitative and qualitative metrics of success for grant reports, organizational strategy, and overall program growth
- Knowledge and eagerness to identify and work with new partner organizations
- Ability to work with people and partners from various backgrounds and communities
- Exemplary time management skills, including the capacity to juggle competing priorities and deadlines, and to remain flexible within a fast-paced environment
- Overall responsibility for all aspects of the enrichment program, from conceptualization to the day-to-day administration of the enrichment programs including supervision of the children enrolled in the program
- Experience developing and managing budgets
- Ability to work with sensitive information and maintain confidentiality
- Strong communication skills, including the ability to make effective and persuasive presentations to communities, volunteers, staff, industry peers, board members, donors and others as required
- Adept at interacting with others in person, over the phone, on zoom, or via email
- Resolves conflicts and internal issues appropriately, ability to provide difficult feedback
- Proficiency in Word, Excel, and PowerPoint required
- Strong analytical thinking and organizational skills
- Detail oriented and able to accomplish tasks within prescribed time frames

### **SALARY & BENEFITS**

- \$45,000 – \$55,000
- Flexible work schedule, with ability to work both remotely and in-office (currently Marblehead-based). Hours will vary depending on the enrichment program.
- This position can vary from 32-40 hours, depending on experience.

### **APPLY**

Please send a CV and cover letter to [Jobs@spur.community](mailto:Jobs@spur.community). The cover letter should be



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addressed to Lynne Krasker Schultz, Executive Director, and include descriptions of positions with relevant experience. No phone calls please.

Applications will close on February 15. Applicants will be interviewed on a rolling basis. We thank you for your interest in career opportunities at SPUR. Due to high volume, only candidates invited for an interview will be contacted. Candidates who will be interviewed can expect a timely response.

*SPUR provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, SPUR complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. SPUR expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of SPUR's employees to perform their job duties may result in discipline up to and including discharge.*

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