

## Up with People Road Staff Position Description

**Title:** Education Manager  
**Reports to:** Cast Manager  
**Department:** Education  
**Starting Date:** January or July



### Core Responsibilities:

- Act as a coach, role model and mentor in the participants' learning.
- Maintain a safe and respectful multicultural learning environment.
- Be adaptable and flexible in a fast paced, constantly changing environment.
- Develop and foster a community amongst the group that allows for a transformative experience for participants and community members.
- Attend to participant needs, counseling and feedback.
- Work with all staff facilitators to ensure the successful implementation of the entire Up with People program by participating in a variety of program components.
- Build and maintain relationships with outside constituencies, including host families, prospective participants, donors and supporters.

### Manager Responsibilities:

- Oversee the Education Department to supervise and mentor team members.
- Send weekly reports to the Cast Manager, UWP office and regional staff as directed.
- Participate in staff appraisals with the Cast Manager for individual performance reviews for those in the Education Department.
- Oversee and be responsible for the assigned Education Department budget.
- Coordinate update session preparation and ensure all Ed/CA components are in balance.
- Oversee the implementation of the curriculum plan by scheduling workshops & evaluations and coordinating with staff for participation in the curriculum process.
- With the Curriculum Manager, make necessary adjustments to the semester curriculum plan.
- In collaboration with the Management Team, ensure the safety of the UWP cast.
- In collaboration with the Management Team, hold staff and students accountable to the UWP Policies and Guidelines.
- In collaboration with the Management Team, ensure effective and timely implementation of the daily schedule.
- In collaboration with the Management Team, monitor and address issues of group dynamics within the cast.
- Assist the Cast Manager with addressing cast needs and concerns as they arise.

### Specialized Responsibilities (*With other Education Team members*):

#### Regional Learning

- Plan and implement Regional Learning activities.
- Create new opportunities for participants to maximize their visit to every city.
- Help participants understand and appreciate cultural differences on tour and within the group focus on cultural distinctions, communication styles and social issues.
- Help secure guest lectures throughout the tour on the topic of intercultural understanding as well as topics relevant to city specific issues.
- Prepare cast for cultural transitions during the semester.
- Schedule, prepare and provide feedback to participants for Culture and Country presentations.

#### Community Service Learning

- Organize and deliver the Community Action (CA) projects and make connections to the other components of the program.
- Oversee the preparation, implementation, and reflective learning as it relates to CI Days.
- Coordinate schedules, agendas, and teams for school presentations, including presentation training for cast. Adapt school project training manual as needed, with curriculum manager.
- Coordinate and facilitate rotation and training for CA Crew Leaders.

- Oversee partnership building with community organizations and alumni involved in CA activities.

#### Up with People Curriculum

- Facilitate the learning of all participants through weekly educational sessions on the Up with People curriculum and make connections to other elements of the program.
- Coordinate and facilitate additional career or school focused activities that will help participants with life after their Up with People semester.

#### Other

- Guide/Coach intern teams throughout the semester; coaching them in their learning goals, facilitating mid-point check-ins and evaluations, as well as final evaluations.
- Ensure that learning is reflective, thoughtful, creative and ongoing.
- Facilitate opportunities for ongoing interaction between participants and community members.
- Coordinate a team of participants responsible for presenting current events/news to cast through announcements, making newspapers available and presentations.
- Facilitate opportunities to have discussion groups and debates on global issues, cultural values or topics of interest.
- Participate in Advance Team trainings.
- Responsible for tracking education supplies and sending inventory lists to the Denver office prior to leaving a continent and at the end of the semester.

#### **Qualifications:**

- Experience with facilitation and design of experiential and traditional lesson plans.
- Experience in planning, implementing and evaluating projects (community service learning projects or other projects).
- Strong organizational skills.
- Experience with budget management.
- Direct supervisory experience.
- Ability to maintain confidentiality and exercise discretion.
- Experience with budget management.
- Proficient computer skills, including Word, Excel, PowerPoint and Outlook.
- Experience in the facilitation of experiential education programs.
- Lived or worked in a foreign country.
- Second language skills a plus.
- Successful experience in crisis management.
- Successful experience in conflict resolution.
- A model of exemplary ethics.

#### **Notes:**

- This position description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the position.
- This position expects a minimum one year (two-tour) commitment.
- All Up with People road staff members are expected to have a valid driver's license and be willing to drive in all regions of the tour.
- Transportation from your home airport to Denver as well as from your last project assignment of the semester to your home will be covered by Up with People.
- This is a volunteer staff position. As a result no compensation is offered. You will receive a monthly per diem towards reimbursement of expenses.

#### **Application Procedure:**

**To apply for this position, please send a resume or CV along with a cover letter to [Employment@upwithpeople.org](mailto:Employment@upwithpeople.org). In the "Subject" line put your name and the position for which you're applying along with the program start date, (January or July and Year)**