



Director of Academy Program	Full-Time	Live-Out	Boys Hope Girls Hope Northeastern Ohio
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[APPLY HERE](#)

Boys Hope Girls Hope of Northeastern Ohio is actively seeking an experienced, mission-driven educator to serve as the Director of Academy Program – an intensive out-of-school time program that delivers holistic, year-round opportunities for children in 6th through 12th grade. Upon successful completion of Academy Programming, Scholars advance to our College/Career Success programs where their 10+ year partnership with Boys Hope Girls Hope continues through career launch.

Boys Hope Girls Hope of Northeastern Ohio, which is situated on a 5.5 acre campus in Garfield Heights, helps academically capable and motivated children-in-need meet their full potential and become men and women for others by providing value-centered programs, family-like homes, opportunities and education from middle school through college. Reporting to the Executive Director, the Director of Academy Program is an integral member of our program leadership team.

Primary Responsibilities:

- Lead all aspects of the year-round the BHGH Academy Program serving 140+ Scholars in grades 6 -12. Leadership includes development, implementation and assessment of this unique out-of-school time program that takes place evenings, weekends and during the summer.
- Supervise a full time Assistant Director and 2-3 full time AmeriCorps Members, as well as recruit, hire, train, support and manage professionals who serve as part-time/adjunct instructors of all Hope Prep programs. Maintain a high level of interaction with instructors through curriculum design, instructional coaching and program observation.
- In collaboration with the Director of College Success & Director of Career Success, design and validate a continuum of programming and developmental opportunities that support the whole child [learning, social-emotional, leadership, service, independent living].
- Director of Academy Program will generally be present after-school/evening consistently throughout the program/academic year.

Qualified applicants possess at least a Bachelor's degree from an accredited college and 5+ years of relevant experience in education, project design, out of school time programs, and/or working with similar populations. Prior management and supervisory experience is critical.

Position offers competitive compensation and benefits package including group medical and dental coverage, 401(k) retirement savings plan, tuition reimbursement, life insurance, long-term disability

coverage, 125 Flex Benefit plan; and the chance to transform the lives of some of our region's most promising young people. Equal Opportunity Employer.

Regular Full Time Employee Benefits Overview 2020

Boys Hope Girls Hope of Northeastern Ohio offers a competitive package of benefits to eligible employees and/or volunteers. Specific information regarding eligibility for benefit coverage and plan descriptions is provided during new staff orientation or as one becomes eligible. This document provides an informational overview and does not attempt to fully define benefits or eligibility; benefits and eligibility are governed solely by the terms of the applicable plan documents. Any questions regarding benefits should be directed to your immediate supervisor. *Boys Hope Girls Hope* reserves the right to review, modify, enhance, and/or discontinue benefits at any time, with or without notice.

Group Health and Dental Benefit Plan

The group health and dental benefit plan is a PPO plan offered to regular full-time employees. In addition to health and dental coverage, the plan provides a discount through VSP for vision care. The plan is employer/employee contributory, with the cost to the employee reviewed and determined annually. In 2020, the employee portion is 20% of the premium. Eligible dependents may participate in the plan. Employee's portion is 25% of the premium for dependents. Any changes to the employee group benefit plan will be communicated to all employees as soon as they are determined. Bi-weekly payroll deduction rates as of January 2020 are as follows:

	Medical	Dental
EE only	\$62.86	\$3.31
EE+ Spouse	\$158.36	\$8.40
EE + Child(ren)	\$126.37	\$7.58
EE + Family	\$221.88	\$12.66

Voluntary Vision Insurance

Boys Hope Girls Hope offers employees the option to purchase group vision insurance and have the premiums withheld on a pre-tax basis (under the 125 Plan) from wages. The plan is provided by VSP, and the premiums are 100% employee paid. Bi-weekly payroll deduction rates as of January 2020 are as follows:

Employee only	\$5.57
Employee + 1 Dependent	\$8.92
Employee + Children	\$9.10

Employee + Family \$14.67

Voluntary Life and AD&D Insurance

Boys Hope Girls Hope offers employees the option to purchase group Life and Accidental Death and Dismemberment insurance, and have the premiums withheld from wages. The benefits of this program are guaranteed issue, group rates and payroll deductions of premiums. The current provider of the coverage is Reliance Standard Life Insurance. Refer to plan summary for rate and eligibility information.

Life Insurance Benefits (Employer Paid)

All regular full-time employees are eligible for company paid Life Insurance and Accidental Death and Dismemberment Benefits. The benefit is 1 and ½ times annual salary up to a maximum of \$50,000. Coverage ceases on the date the employee becomes ineligible due to termination or reduction in hours below full-time.

Long Term Disability Insurance Benefits (Employer Paid)

The disability program is effective after 90 days of disability, on a prorated basis. The monthly benefit is an amount equal to 63 2/3 of covered monthly earnings up to a maximum benefit of \$5,000 per month. All regular full-time employees are eligible for company paid Long Term Disability Coverage. Coverage ceases on the date the employee becomes ineligible due to termination or reduction in hours below full-time.

401k Retirement Savings Plans

Regular full-time employees who work 36+ hours weekly are eligible to participate in the 401K plan starting with your first pay check. Boys Hope Girls Hope will match 100% of 3% after a probation period of a year from hire date.

Flexible Spending Accounts

All regular full-time employees are eligible to participate in the 125 Flexible Benefit Plan. Participation in the 125 plan can reduce the amount of payroll taxes you pay. Under this plan, any employee premium withheld from wages for eligible health care expenses is done on a pre-tax basis. Additionally, employees may have funds withheld from wages on a pre-tax basis to reimburse eligible health or dependent care expenses. Annually all eligible employees will be given an enrollment form to elect or decline this benefit.

Educational Assistance Programs

Boys Hope Girls Hope provides an Employee Education Assistance Plan for reimbursement of approved educational expenses for eligible full-time employee after one year of employment. Amounts are established annually, which is set by affiliates. In addition, many Affiliates of Boys Hope Girls Hope have made arrangements with local colleges and universities for reduced tuition or complimentary semester hours for staff. For additional information regarding this benefit and whether your affiliate participates, please contact your Executive Director.

Paid Time Off

Boys Hope Girls Hope recognizes the importance of uninterrupted periods of rest and relaxation and provides a Paid Time Off (PTO) program under which employees may take time for vacation or personal days. All regular full-time employees are eligible and earn paid time off according to the PTO policy. Refer to the PTO Policy in the Personnel Policies Manual for full benefit details.

Full-time employees will accrue PTO hours according to the schedule below, with years worked determined by employment anniversary date.

Years of Employment	PTO Hours Accrual per week	PTO Accrual per pay period	Regular Full-Time Annual Accrual	Maximum Accruable Hours
1st through 3rd year	2.31 hours	4.62 hours	20 hours/15 days	180 hours/22.5 days
4th through 7th year	3.08 hours	6.16 hours	160 hours/20 days	240 hours/30 days
8th through 10th year	3.85 hours	7.70 hours	200 hours/25 days	300 hours/37.5 days
11th year and above	4.62 hours	9.24 hours	240 hours/30 days	360 hours/45 days

Holidays

All regular full-time employees are eligible for eleven *Boys Hope Girls Hope* recognized holidays in the calendar year. With permission from the employee's supervisor, employees may elect to celebrate any of these holidays on a date other than the official designated date, as long as it is celebrated within thirty calendar days either side of the official date. The schedule of paid holidays is:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving

· Christmas Eve

· Christmas Day

Direct Deposit

All persons receiving payments through payroll are provided direct deposit into checking and/or savings bank account(s) at no cost to the employee. Employees who opt not to receive direct deposit are provided the option to receive their wages by a paycard; employees are urged to use the direct deposit service as the paycards have fees (like an ATM card) associated with their use.

iPay

Boys Hope Girls Hope issues paystubs in an electronic format using ADP's iPayStatements online service. iPay is a secure way to view, print or download your pay statements. Through iPay Statements you will have 24 hour per day, 7 day a week access to your earnings statements. For your convenience, iPayStatements are available online for three years. Your annual W-2 form will also be available through iPay. For further details contact your supervisor.