

Job Description

Title: Chess for Success Program Manager

Reports To: Chess for Success Program Operations Director

Duration: September through March, other meetings and tournaments as needed

General Summary:

The Program Manager is a key member of the Chess for Success team.

This position is responsible for supporting coaches, by offering advice and assistance, to ensure that the program runs smoothly and that the CFS model is followed. Work involves a working knowledge of the game of chess, working with children, and engaging principals and parents. Additionally, Program Managers may act as Tournament Director (TD) or Assistant TD, as assigned by the Program Operations Director, for Practice, Regional, and State tournaments.

Program Manager Responsibilities:

- Visit all assigned clubs; assigned a minimum of one club and no more than twenty clubs
- Maintain a working relationship with coaches and provide them with feedback, assistance, and encouragement
- Ensure delivery of chess club materials as needed. These materials are provided by Chess for Success and include: chess sets & boards, a demonstration board, chess literature for the library, and club t-shirts
- Maintain lines of communication with coaches and after-school providers to ensure they receive all relevant information in a timely manner
- Assist clubs in preparing for tournaments through communication, registration, additional coaching, and follow-up
- Act as TD or Assistant TD for the Tournament Practices
- Act as TD or Assistant TD, as assigned by the Program Operations Director, for Regional and State Tournaments
- Maintain a log of activities related to club visits and a log of all time and mileage related to CFS responsibilities

Job Description Continued

Program Manager Responsibilities Cont.:

- Respond to all CFS requests for information including but not limited to: feedback on club activities, assessment of clubs, end-of-year school evaluation reports
- Work with the Program Operations Director to plan and implement one or more in-service meeting for coaches, at the beginning of the chess club year and additional workshops as needed

Additional Skills:

- Committed to the mission of Chess for Success
- Maintains a professional attitude and sense of humor
- Familiarity with computers & email
- Ability to work on multiple tasks at one time
- Ability to work under stressful situations

Required Experience:

- Bachelor's Degree in Education or related field with classroom management skills
- A working knowledge of the game of chess, rules, and strategies
- Ability to work independently with minimum supervision
- Ability to work with students as well as adults

Essential Physical Requirements:

- Pleasant and clearly understandable voice
- Calm and engaging manner
- Ability to lift and carry at least 25 pounds
- Ability to move about the classroom or tournaments quickly and easily
- Ability to bend and stoop

Other:

The duties and skills listed above are not intended to be all-inclusive nor to limit duties that might reasonably be assigned.

This job description may be revised by CFS from time to time at the sole discretion of CFS.