



## Freedoms Foundation at Valley Forge

### Elementary, Middle, and High School Program Staff

#### **Organizational Overview:**

Freedoms Foundation at Valley Forge (FFVF) is a non-partisan 501 (c) 3 educational organization dedicated to the perpetuation of liberty and freedom through the informed fulfillment of civic responsibility. It was born in 1949, amid grave concerns about the future of freedom in the United States and waning awareness about the vital role of the individual citizen in the public square. Dwight D. Eisenhower, who was between jobs of saving the free world as Supreme Allied Commander during World War II and leading it as President of the United States, was FFVF's co-founder. FFVF's home was intentionally chosen by Eisenhower and his compatriots. The campus is nestled among the hills and valleys where George Washington's Continental Army endured the winter of 1777-1778 to emerge reborn on its path to victory in the War for Independence. For more than seven decades, FFVF has built on a foundation of educating, honoring, and challenging Americans from across the country. The organization has a keen focus on working with students and teachers. Its programs are led by top-tier academics and subject-matter experts on its sprawling campus, at partner organizations, and via historic field study programs. Participants frequently describe their experience with FFVF to be both eye opening and life-changing. Given the divisive American political landscape combined with the lack of civics and history education curriculum in school systems, FFVF's mission is more critical than ever. The key to societal unity lies in the ability of citizens to reason with each other and find common ground based on shared values rooted in an understanding of the founding principles.

#### **Program Staff Job Description:**

Program staff are integral to the educational experiences of the students we serve. Program staffing involves logistical planning along with opportunities to engage in front-of-the-classroom time, classroom/group management, co-planning/teaching, and assessment in a highly collaborative and supportive environment.

#### **Recommended Experience:**

- Coursework and/or work experience with child/adolescent development, psychology, education.
- Day or over-night (preferred) camp counselor experience, experience volunteering with youth.
- Interest in civics, history, and/or political science recommended, but not required.

#### **Program Staff Responsibilities:**

##### **Before Program:**

- Attend meetings reviewing schedule to confirm details and discuss roles and responsibilities.
- Prepare materials need for sessions/workshops in conjunction with education office staff.



## Freedoms Foundation at Valley Forge

### Elementary, Middle, and High School Program Staff

#### During Program:

- Cultivate a welcoming learning environment for students, staff, and other participants.
- Lead program workshops based on content area expertise.
- Facilitate and mentor student-formed committees responsible for creating and executing elements of the program.
- Collaborate with program staff as a real-time decisionmaker to make impactful adjustments as needed to maintain flexibility and program success.
- Assume a self-selected, program-specific role focusing on student engagement, logistics, gift shop operation, and/or student supervision.
- Organize and manage student groups for off-campus trips/experiences.
- Supervise various spaces in educational and recreational capacities throughout the program.
- Provide real-time feedback to Education Office on program workshops and sessions.

#### After Program:

- Clean up classroom spaces and any materials used to pre-program conditions.
- Complete a program feedback survey no later than 72 hours after the program ends.

#### Schedule and Availability:

Programs typically run from Thursday afternoon through Sunday early afternoon, although there are some exceptions for one day only, weekend-only, or extended programs. Staff are not required to commit to a minimum number of programs. Flexibility based on program availability is allowed.

The following schedules and/or positions are available: **Full-time and/or part-time, staying on or off campus** (Housing in dorms, meals, program-related transportation, museum/activity fees are free for staff).

#### Compensation

Pay ranges commensurate with staff-selected schedule based on personal availability by program and level of staff experience. Staff levels include part-time, full-time, senior staff, and program directorship.

**If interested**, please send a brief cover letter and resume to Kate McAndrew: [kmcandrew@ffvf.org](mailto:kmcandrew@ffvf.org). Be prepared to complete/submit standard PA clearances/background checks associated with working with youth.