



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: Summer Assistant Program Manager

POWER SCHOLARS ACADEMY™ PROGRAM

The summer learning program is designed to address summer learning loss for low-income children living in the BCSD community and thereby enhance overall youth development, academic performance, and graduation rates.

Join our Team

Do you believe that all children have extraordinary potential – that all children can be scholars? Do you want to work with educators who share your belief, and who are committed to delivering the best learning experiences possible for the scholars who need them most? Power Scholars Academy is the place for you! Join Power Scholars Academy to teach, enrich, inspire, and transform children into scholars. Work with Power Scholars Academy and change the world, one scholar at a time.

2021 Power Scholars Academy

This summer Scholars will represent every elementary school within Blaine County School District. Scholars are nominated by their school day teacher. Grade levels targeted include rising 2nd and 3rd.

Key Responsibilities

The Summer Assistant Program Manager is responsible supporting the Youth Director, Site Manager and Summer Peer Mentors with overall support to the program. They are responsible for supporting the overall quality and program success, overseeing the educational quality of the program and implementing the program model to create the best learning environment for the scholars. Key areas of focus for this role include:

- **Pre-program planning and support**

- Participate in the summer program planning process prior to the start of the program.
- Collaborate with the recruitment and training of Peer Mentors.
- Assist with site enrollment plan development, enrollment, parent events, and assisting parents in filling in paperwork, follow-up phone calls.
- Ensure that all curriculum and supplies are received and distributed prior to program start.
- Deliver On-site training along with the Instructional Specialist to site staff in preparation for program launch.

- **Program Management**

- Ensure that the goals of the program are achieved for each scholar.
- Manage and evaluate staff to ensure proper staffing ratios, instruction and success of the program.
- Coordinate activities and events for parents, scholars and staff, including field trips, guest speakers and community service projects.
- Participate in the program planning process prior to the start of the program and assist with scholar enrollment and parent events.
- Ensure that all curriculum and supplies are received, distributed and maintained throughout the program.
- Implement and maintain a positive behavior management system that is clear and aligns with the school, district and state requirements.
- Ensure the ongoing health and safety of scholars at all times.
- Ensure compliance with all applicable regulations and requirements.
- Ensure Peer Mentors are trained and are being utilized within the program.



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- **Developing Partnerships**

- Serve as the connection between Power Scholars Academy and the scholars' parents to ensure support for their child's growth.
- Coordinate Power Scholars Academy's partnership with the school by developing and maintaining relationships with key stakeholders, including school administrators and parents.

Job Requirements

- Bachelor's degree preferred.
- Passion and commitment to improving the quality of education for children living in under resourced communities.
- Experience working in the BCSD community and managing an out of school time program or other community-based youth program.
- Experience working in an elementary school environment.
- Certification in Education Administration highly preferred.
- Strong leadership skills with experience in managing different levels of staff.
- Ability to build effective working relationships with parents, administrators, staff and scholars.
- Excellent written and oral communication skills and organization skills.
- Strong technical skills, with ability to learn new programs quickly as needed.
- Belief and commitment to the Y's mission and values.

General Information

This is a seasonal position and will not be eligible for benefits.

DOE \$20-\$25/hr

- Position begins March and concludes July 2020.
- Pre-program training and set up will occur June 21st-25th. Times TBD.
- Program dates June 28th-July 30th. **Must be available for the entire program. No exceptions.**
- Must complete all trainings and prerequisites.

Visit www.woodriversymca.org for more information

Please email resumes to tjohnson@woodriversymca.org or call 208-928-6701 with questions.