



## **Title: Program Associate – Middle School**

Employment Status: Part-Time/Seasonal (this position is rehired annually)

Reports to: Secondary Program Manager

Updated 7/2024

### **THE ORGANIZATION**

**Organizational Background:** Banyan is an inclusive, values-based community development organization rooted in the Phillips neighborhoods to transform lives by developing youth, strengthening families, and creating community. We believe in an asset-based approach, a holistic model, and trust-based relationships in responding to the complex problem of poverty. Removing barriers to access support and creating opportunities for educational success is at the heart of what we do. We invite individuals who share our values and find resonance with our work to contribute and belong to our transformative mission to create deep and lasting change.

### **ROLE DESCRIPTION**

The Program Associate works in collaboration with Secondary Educators to support Banyan's SOAR After School and summer programs by leading activities, assisting in the classroom, and building relationships with youth.

### **ROLE RESPONSIBILITIES**

- Collaborate with the Secondary Team to plan and lead weekly activities for 6-8<sup>th</sup> grade youth in Banyan's SOAR after school program and/or summer programs.
- Lead and coordinate group games, hands-on activities, sports, and educational enrichment activities in a variety of settings.
- Build trust-based relationships with youth and help communicate with families during programs.
- Participate in program team meetings to discuss and develop plans to address issues impacting youth and families as needed.
- Provide individual and group homework support for diverse learners in grades 6-8 as needed.
- Participate in other programs and events as needed.
- Assist staff with the preparation and distribution of healthy snacks and clean up after programs.
- Meet with the Secondary Program Manager on a regular basis to offer constructive feedback on programs.
- Attending staff training as requested.

### **POSITION QUALIFICATIONS**

- Able to work independently and with a team to take responsibility for a group of 20-30 6-8<sup>th</sup> grade youth.
- Previous experience working with middle school youth.
- Able to lift and carry 20lbs up and down stairs, comfortable running, or swimming as part of youth activities.
- Able to communicate effectively and interact respectfully with diverse groups of people.
- Able to build meaningful trust-based relationships with a diverse group of youth, adults, and volunteers.
- Experience with racial equity, inclusion, and engagement with diverse community members.
- 21 years old or older

### **Hours**

- This position is seasonal and works approximately 20-25 hours a week |
- The school season works from September – May: Monday - Friday 2:00-6:30pm and the summer season works June – July: Monday - Thursday 12:00-5:30
- Attend five days of overnight camp with youth at the end of summer programs.

### **Compensation:**

This is a non-exempt, seasonal position with partial benefits (requires day and occasional evening and/or weekend hours). \$17.00 per hour.