



## **New City Breaktime**

### Program Assistant Job Description

New City Breaktime is an exciting, educational summer program that serves students who will be entering the 2<sup>nd</sup> to 5<sup>th</sup> grade. The program runs for seven weeks, starting in late June and ending in August. Monday-Thursday Typical Day: 9:30 AM – Staff arrive, 10:00 AM –Elementary students arrive, 10:15 - Morning activities, 12:00 PM - Lunch, 12:30 PM - tutoring, 1:30 PM – Games, 2:00- students go home. On Fridays, the students and staff will go on a field trip.

#### Employee Responsibilities

- Help with set up and clean up each day
- Tutoring and assisting students during educational activities and literacy
- Assist with all activities, help to plan and lead activities
- Assist with serving lunch and snacks
- Assist with administrative duties
- Lead select activities
- Assist in planning activities

#### Learning Opportunities

- Youth leadership development and ministry
- Program development
- Non-profit management
- Urban ministry experience
- Community development work
- Youth employment

#### Expectations

- Arrive on time for all shifts
- Professional and friendly to all students, parents, staff, and volunteers
- Have a passion or desire to work with youth
- Ability to be flexible and work together as a team
- Able to approach conflict management respectfully and appropriately
- Respectful participation in learning and devotional activities with the staff

#### The Details

- Hours per week: 24-28 hours per week
- Pay: May change based on responsibility, availability and experience (2017 pay was \$2000 stipend for 7 weeks)

*Interested applicants should email Program Director Holly Hetherington, [hollyh@newcityneighbors.org](mailto:hollyh@newcityneighbors.org) for information. Check out our website: [www.newcityneighbors.org](http://www.newcityneighbors.org).*