

Middle School Summer Program Coordinator

Job Description

Program Description

New City Neighbors is a community development organization working to empower youth to reach their full potential. The middle school program runs for 7 weeks with a three/four day trip at the end (June 25-August 13). This program aims to bridge the gap between the elementary program and the high school job skills training programs. During the summer 10 middle school students participate in our bakery program, and 2 middle school students assist with our elementary day camp. Overall, middle school students are introduced to job skills in a fun and safe environment. The summer schedule also includes Bible studies, team building, field trips, and other activities.

Responsibilities

The Middle School Summer Program Coordinator's (MSSPC) primary responsibility is to coordinate and oversee all middle school student activities. They will serve as the main point of contact for all middle school students and parents involved with the summer program. This includes:

- Leading a morning circle and finishing each day with a debrief.
- Working alongside Kitchen Director & New City Day Camp Director to create summer schedule.
 - When students are serving in either the kitchen or cafe they will be under the supervision of the Kitchen Director. When serving as leaders for New City Day Camp, they'll be under the supervision of the Program Director.
 - While students are participating in these programs, the Middle School Program Coordinator will check in and ensure students are completing their tasks, and oversee any behavior concerns or other issues that may arise.
- Planning and leading any activities not related to the bakery or day camp, including:
 - Weekly field trips on Tuesdays (ex: beach, local bakeries, etc.)
 - Bible study, job skill curriculum, team building exercises, and free/game time.
 - End of summer trip (August 10-13, location TBD)
- Overseeing redemption of rewards earned throughout the summer
 - Students earn points for different aspects of the program and tasks completed, these points can be redeemed for different prizes and gift cards.
- Communication with middle school parents
- Coordinating transportation for students, and providing it as needed using the New City Neighbors' van each morning/afternoon.

Qualifications

- Christian faith that fully supports and identifies with the mission and vision of the organization: <http://newcityneighbors.org/mission-values/>
- Passion for middle school youth
- Demonstrated cross-cultural competency and experience in diverse environments
- A commitment to anti-racism
- Ability to develop and lead new programs and systems
- Ability to develop relationships with parents as well as staff and volunteers
- Understanding of or willingness to learn about Restorative Circle Practices, asset-based development, and Christian Community Development Association principles

- Proficiency in the use of computers for word processing, simple accounting, databases, spreadsheets, E-mail, and internet.
- Professional or extensive home experience in baking a large asset
- Experience in customer service and asset

The Details

- Hours per week: 32 hours per week (Monday-Thursday, 8:00am-4:00pm)
- Pay: \$3,000 stipend for 7 weeks of programming (June 25 - August 10), plus planning/training in advance, and weekend trip with students August 10-13

Interested applicants should email Executive Director, Alaina Dobkowski, alainad@newcityneighbors.org for information or to submit a resume and cover letter.