



JOB DESCRIPTION

Summer Program for Children: Teen Program Aide (*Part or Full-Time, Seasonal*)

Reports To: Manager of Youth & Community Engagement, Summer Program Coordinator

FLSA Status: Non-Exempt

Updated: March 1, 2024

Hours, Attendance & In-Person/Remote/Hybrid Expectations

Dates of Employment: July 1st through August 16th, 2024

Hours/week: 25-30 hours per week

Typical hours/Shifts: 8:45 AM-4:00 PM, Monday through Friday. If working Early Drop-Off or Extended Day, hours may be scheduled as early as 7:30 AM and late as 5:45 PM.

In-Person/Remote/Hybrid Expectations: Fully in-person

Position Description

We're hiring for the summer of 2024! The Eliot School Summer Program for Children focuses on craft, curiosity, creativity, expression, and exploration in a fun, hand-on, and supportive environment.

Each of the six program weeks has a theme that students will explore in a variety of media. Programming is offered for two age groups: 6-8 years old and 9-12 years old. Each class has twelve students, a Lead Teacher, and between one and two Teaching Aides and Assistants. Standard programming runs from 9:00 AM-3:30 PM with breaks built into the schedule. Classes take place primarily inside our Schoolhouse. Lunch, snack, and play times are held outdoors when possible.

We're looking for summer teaching staff that are passionate about working with and empowering young people and have experience in the following media: Woodworking, Drawing/Painting, Fiber Arts/Sewing, Photography, Mixed Media, Sculpture, and Animation. Applicants must be committed to gaining hands on experience in teaching and engaging diverse populations across race, cultural boundaries, and differing abilities.

Overall, they support the Eliot School's [mission, values, welcoming commitment, and strategic plan](#).

The Eliot School seeks to contribute to a more just and equal world. As we design our programs and spaces to pursue equity, we are currently asking ourselves: How do all parts of our school enact our mission to inspire lifelong learning in craft and creativity for all? This position works with organizational leadership to develop and implement long-term vision and present-day program implementation based on a commitment to racial equity.

Essential Duties & Responsibilities

General

- Interact with other Summer Program staff, Youth & Community Engagement Manager, Summer Program Coordinator, Program Support team, and other Eliot School staff to keep operations and information flowing.
- Help keep classrooms, commons areas, and shared supplies clean, organized, and accessible.
- Represent the Eliot School to all parties including students, parents, and other staff as a place that is welcoming, professional, capable, safe, creative, skill-building, and fun.
- Administer first aid.
- Maintain excellent in-person, email, and text communication with other staff.
- Keep track of individual schedules, meetings, and deadlines.
- Participate in program-wide activities, staff meetings, and professional development.

Pre-Program Duties & Responsibilities

- Attend July staff orientation on program details, safety and first aid, best practices for youth engagement, classroom management, and expectations.

Classroom Culture, Instruction, & Management

- Support Lead Teacher and Teaching Assistant in supervising and caring for up to twelve youth participants in classroom.
- Model and reinforce classroom expectations and safety practices for students.
- Assist and encourage youth participants in completing projects and acquiring skills.
- Communicate with Lead Teacher about weekly lesson plans; learn tools and techniques needed to effectively aid in projects.
- Help prepare materials and classrooms for instruction.
- Facilitate classes' participation in end of week showcases.
- Model appropriate cellphone use.

Student Engagement & Supervision

- Be aware of any students with health, behavioral, or other support needs in the classroom.
- Inform Lead Teachers and administrative staff of any student behavioral challenges; assist in documenting and problem-solving behavioral challenges.
- Serve as a mandated reporter and work closely with other staff to take any related steps.
- Be aware of social dynamics between students and promote amicable, positive relationships and a comfortable atmosphere.
- Ensure that all students follow daily program schedule.
- Ensure students leave common areas and classrooms clean and free of belongings.
- Supervise students during non-teaching time, i.e., snack and lunch breaks.
- Assist administrative staff in supervising Early Drop-Off (8:00-9:00 AM) and After Care (3:30-5:30 PM) as assigned.

Other Duties & Responsibilities

Perform other duties as required.

Qualifications

- Experience or interest in the arts.
- Experience or interest in working with school-age children.
- Ability to travel to the Jamaica Plain neighborhood in Boston.
- Ability to commit to two to six weeks of teaching; priority in hiring will be given to Program Aides with full availability for all six program weeks.
- Completion of the eighth grade by Summer Program start date.

Required Skills & Abilities

- Excellent written, verbal, and interpersonal communication skills.
- Punctuality and reliability.
- Ability to work independently and collaboratively.
- Positive outlook and problem-solving attitude.
- Demonstrated emotional intelligence, humility, cultural competence, feedback skills, and the ability to sustain trusted relationships with a wide array of people.
- Strong commitment to the Eliot School's mission.
- The highest ethical standards and discretion.
- Bilingual fluency a plus: Spanish, Mandarin, etc.

Physical Demands & Work Environmental Factors

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Work in-person at Eliot School facilities in Jamaica Plain, MA.
- Climb 1 to 3 flights of stairs.
- Walk, stand, and sit (including on the floor) for long periods of time on uneven terrain such as the Eliot Schoolyard.
- Frequently bend, lean, and kneel.
- Specific vision abilities required by this job include close vision and color vision.
- Lift and carry supplies weighing up to 20 pounds and occasionally 50 pounds.
- Stand or sit while maintaining alertness for several hours at a time.

Environmental factors include:

- Outdoor and indoor work.
- Possible exposure to communicable diseases and bodily fluids.
- LED lighting
- Noise from woodworking and other machines.
- Limited air conditioning.
- Efforts can be made to limit scented cleaning products, upon written request.

Pay & Benefits

Hourly rate: \$15 per hour. Returning staff may be eligible for higher rates according to seniority on the Eliot School pay scale.

All Eliot School employees are eligible to enroll in our retirement plan. Employees working at least 30 hours per week accrue sick time at a rate of 1 hour per 30 hours worked with an annual maximum of 40 hours. These are seasonal positions that are ineligible for insurance coverage or vacation and holiday time.

All Eliot School faculty receive a 50% tuition discount on classes/workshops during the calendar year that they teach.

(External Applicants only) To apply: Please send an email to summerchildren@eliotsschool.org with your resumé attached in PDF or Microsoft Word format, availability during program dates (see information below), and in the body text of the email, 250-500 words describing your interest in our summer program, experience working with children, and any relevant skills or qualifications.

The priority deadline for applications is **April 15th**.

Weekly Themes and Important Dates for the 2024 Summer Program

Orientation: 7/1- 7/3

Weekly Staff Meetings: 7/11, 7/18, 7/25, 8/1, 8/8

End of Summer Staff Celebration: 8/15

Week 1, 7/8-7/12: Stories We Love

It's story time! Stories in their many forms have connected and influenced artists around the world for thousands of years. Students will gain inspiration for their art from global tales in books, movies, television, video games, and more. Projects in all media will guide children through telling stories of their own, whether based on lived experience or ancient legend.

Week 2, 7/15-7/19: Making with Monsters

Monsters come in all shapes and sizes: they can be sweet, scary, furry, scaly, slimy, and funny! Children will craft original creatures from their imaginations in different media. Projects will explore and bring to life kids' fantasy worlds and the beings that inhabit them. By the end of the week, the schoolyard will be a magical, monstrous menagerie!

Week 3, 7/22-7/26: Adventures

Underground

What lies under our feet? Young artists will explore the secrets and riches buried deep

beneath us. Discover dinosaur fossils, ancient civilizations, and precious artifacts hidden throughout the layers of the Earth's surface. Projects in each medium will look to history, archeology, geology, and more for inspiration.

Week 4, 7/29-8/2: Myths & Magic

Calling all young witches, wizards, and warlocks! Projects will encourage children to create art with fantastical powers. They will use their inner magic and different media to cast spells and create enchanted objects. Participants will tap into the power that is their creativity and imagination!

Week 5, 8/5-8/9: Ingenious Inventors

Gizmos and gadgets galore! Children will use their creativity, genius, and problem-solving skills to make works of art with a silly or serious purpose. Projects in all media will be inspired by engineering, robots, machines, and more.

Week 6, 8/12-8/16: Carnival of Craft

Let's celebrate! Our final week of the Summer Program for Children is all about expressing happiness in community. Children will have a blast participating in group activities and creating art that is colorful and festive. Projects in each media will be inspired by

global traditions of celebration and invite
young artists to reflect on moments of joy in
their own lives.