



## **Lead Summer Program Associate 1 Position**

### **Job Summary**

The Lead Summer Program Associate will work closely with the Director of Studies to provide an additional layer of administrative support to various aspects of the Beacon Academy Summer Session for the incoming Class of 2025 as well as lead the team of Summer Program Associates. This position may also be called on to help out with some alumni-related activities. **The Lead Summer Program Associate position is only open to Beacon Academy alumni. Applicants must be rising college freshmen or older. Ability to drive is also preferred (but not required).**

### **Responsibilities**

Represent the core values of Beacon Academy in all work performed on behalf of the organization and in all activities related to the lives of students, graduates, their families, and donors by demonstrating an excellent work ethic, personal integrity, confidentiality, professional maturity and thoughtful ambassadorship.

Beacon Academy Class of 2025 Summer Session Responsibilities:

- Assist with the supervision and the deployment of the Summer Program Associates
- Supervise all study halls and ensure they are staffed appropriately
- Provide academic support to Beacon's Class of 2025
- Serve as a role model and resource for incoming students
- Model identity boxes and participate in model community meetings
- Coordinate team building activities
- Support the logistical aspects of all field trips

Beacon Alumni Program responsibilities may include:

- Assist with any Second Summer tasks on an as needed basis
- Follow up with Class of 2024 regarding any outstanding secondary school enrollment issues and summer reading
- Other duties as needed as agreed upon by employee and Beacon Program Staff

Work begins with meetings and trainings on July 3, 2024, and the Summer Session will run from July 8 through August 8, 2024. Summer Program Associates should expect to work 8:45 AM - 5:30 PM on regular academic days. Work hours will differ slightly on field trip days and during our overnight trip to Cape Cod.

### **Core Competencies:**

- Ability to work collaboratively with a diverse group of community members with fairness, respect, consistency and integrity.
- Judgment, insight, and intuition.
- Strong sense of responsibility for achieving personal goals.
- Desire to multi-task, meet deadlines, and work as a self-starter.
- Creative ability, a positive outlook, an excellent work ethic, and a sense of humor.

Interested candidates should send their resume to Anne-Marie Yu-Phelps, Director of Studies, **no later than Wednesday May 8, 2024 at 5:00 PM.**