



## **Summer Program Associate 3 Positions**

### **Job Summary**

Summer Program Associates will provide academic support to the Beacon Academy Class of 2025 in humanities, math, science, and other relevant areas. Program Associates will provide support in academic classrooms, manage attendance, supervise mealtimes and study halls, and chaperone field trips. **The Summer Program Associate position is only open to Beacon Academy alumni.**

### **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.

- Provide academic support to Beacon's Class of 2025
- Serve as a role model and resource for incoming students
- Communicate regularly with Beacon faculty regarding the subject matter to be covered on a daily basis
- Prepare for academic lessons as needed prior to all classes and tutoring sessions (as appropriate)
- Model identity boxes and participate in model community meetings
- Coordinate team building activities

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.**