



## **Beacon Prep Summer Program Associate**

### **Job Summary**

Beacon Prep Summer Program Associates will provide academic support to the Beacon Prep students during their summer session. Program Associates will provide support in academic classrooms, manage attendance, supervise students, and lead agreed-upon activities. This position is only open to Beacon Academy alumni who have completed 10th grade or higher and are in good academic standing.

### **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 and co-curricular support to Beacon Prep students
- Serve as a role model and resource for students, including modeling positive attitudes towards new experiences, hard work, and daily activities
- Assist with leading morning check-in and meetings
- Assist with breakfast and lunch distribution and clean-up
- Communicate regularly with the Beacon Prep team regarding observations around student participation and progress
- Coordinate and lead team-building activities

Work begins with meetings and training on July 6, 2026, and the Beacon Prep Summer Session will run from July 7 through July 30, 2026. Beacon Prep Summer Program Associates should expect to work 8:45AM - 2:45 PM Monday through Thursday (Beacon Academy is closed on Fridays in the summer). Pay for the summer is \$1000.

**The program will take place at Roxbury Latin School, located at 101 St. Theresa Ave. West Roxbury, MA.**

### **Core Competencies:**

- Ability to work both independently and collaboratively with a diverse group of community members with fairness, respect, consistency, and integrity.
- Confidence to speak up and to be proactive in helping out in classes, community gatherings, and one-on-one with new students.
- Good 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 Ms. Yu-Phelps, Director of the Academy Year, **no later than Monday, April 6, 2026 at 5:00 PM.**