



SummerREADS Associate

Organization Description

Young Audiences/Arts for Learning, founded in Baltimore in 1950, is the country's foremost arts-in-education non-profit organization. The Maryland chapter of Young Audiences (YA) provides more than 9,000 arts education opportunities to nearly 200,000 students, artists, and educators throughout the state each year. The staff, board, and teaching artists of YA work tirelessly to generate opportunities for all students to imagine, create, and realize their full potential through the arts.

In partnership with the Harry and Jeanette Weinberg Foundation, the [Baltimore Elementary and Middle School Library Project](#), and Baltimore City Public Schools, Young Audiences/Arts for Learning will operate nine SummerREADS program sites across Baltimore City. SummerREADS is an opportunity for students and families to increase time spent reading and participating in literacy-based activities in their own neighborhoods over the summer by utilizing seven state-of-the-art school libraries renovated as part of the Library Project. This arts-focused literacy initiative leverages Weinberg Libraries and turns them into community hubs that encourage creativity and prevent summer learning loss in children. SummerREADS targets students in grades K-3.

Job Description:

The SummerREADS Associate will assist the Senior Special Projects Coordinator with daily operations and implementation of the SummerREADS program to ensure that all children have access to unique, relevant, challenging and fun learning experience. Typical hours are Monday through Friday 8:30 am - 4:30 pm. It is anticipated the position will work 35 to 40 hours weekly from June 18, 2018 and will end no later than August 10, 2018. Tasks/Responsibilities include:

Site Coordination & Support: 60%

Provides onsite support with daily operations of the SummerREADS program sites including:

- Assist teaching artists with student participation during literacy-based workshops
- Assist with attendance collection and record keeping
- Support the creation of a positive culture and developing positive relationships with students at the site
- Provide One on One support for students during daily schedule
- Serve as a mentor and role model to participating students
- Order, prepare and distribute supplies

Data Collection & Analysis: 15%

Collect, monitor and analyze student attendance and survey data as follows:

- Assist with the collection and recording of student attendance and analysis
- Support collection of data and surveys to determine success of the program
- Observe programs at SummerREADS sites and document findings

Marketing & Promotion: 15%

Create social media content to encourage continued program attendance and to spread the word about the program:

- Create content for social media posts to market and share stories
- Support marketing efforts to encourage attendance and participation from students and families
- Photograph SummerREADS programs

Other Duties as assigned: 10%

Qualifications:

- Associate's Degree
- 1 -2 years of experience working with elementary school aged children in a school, library or afterschool program
- 1 - 2 years of administrative experience
- Strong customer service and problem solving skills
- Excellent organizational and time management skills
- Detail orientation
- Excellent oral and written communication skills and ability to communicate with a diverse population.
- Passion for the arts in schools, arts integration, and/or the role of teaching artists/community artists in education.
- Proficiency in Microsoft Office and Google products, with mastery in Excel and/or Google Sheets.
- Driver's license and own means of transportation to travel to and from sites
- Ability to pass a criminal background check

Preferred

- Bachelor's Degree in education, human development or similar major
- Experience with a CRM platform, preferably Salesforce

Compensation:

This is a temporary, hourly position and will be paid \$15 per hour.

To Apply:

For consideration, please send your resume and cover letter to jobs@yamd.org with "SummerREADS Associate." Please **do not** send applications that include headshots or photos of yourself. No phone calls or recruiters please.

Young Audiences/Arts for Learning Maryland is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, national origin, color, sex, age, veteran status, or disability. It is our intention that all qualified applications be given equal opportunity and that selection decisions are based on job-related factors.