



## SummerREADS ASSOCIATE

### Organization Description

Young Audiences/Arts for Learning, founded in Baltimore in 1950, is the country's foremost arts-in-education nonprofit 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. YA is a mission-driven organization that values community, innovation, and passion. The staff, board, and teaching artists have a shared commitment to advance equity in the field of education by working tirelessly to generate opportunities for students to imagine, create, and realize their full potential through the arts.

### SummerREADS Description

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 eleven SummerREADS program sites across Baltimore City. SummerREADS is a five-week summer program that provides students the opportunity to participate in literacy-based and arts-integrated programming in 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 address summer learning loss in children. SummerREADS primarily serves students in grades K-5.

### Job Description:

The SummerREADS Associate will assist the Assistant Program Director with daily operations and implementation of the SummerREADS program to ensure that all children have access to unique, relevant, challenging, and fun learning experiences. Tasks/Responsibilities include:

### Data Management: 40%

#### Collect, monitor, and analyze program data as follows:

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

### **Site Coordination & Support: 40%**

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

- Order, organize, and distribute program supplies
- Assist with attendance collection and record keeping
- Identify site-specific needs and report back to the Assistant Program Director
- Support the creation of a positive culture by developing positive relationships with staff, students, and families at program sites
- Assist site staff with student management as needed

### **Marketing & Promotion: 10%**

**Support efforts to promote registration and attendance, as well as to publicize the program as follows:**

- Encourage student registration through both digital outreach and in-person school visits
- Create content for social media posts to market the program and to share stories
- Support marketing efforts to encourage attendance and participation from students and families
- Photograph SummerREADS activities

### **Other Duties as Assigned: 10%**

#### **Qualifications:**

- Associate's Degree or equivalent work experience
- 1 -2 years of experience working with elementary school-aged children in a school, library, summer, or afterschool program
- 1 - 2 years of administrative experience
- Strong customer service and problem-solving skills
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds
- Excellent organizational and time management skills
- Detail oriented
- Excellent oral and written communication skills
- Passion for the importance of the arts in schools and education
- Value in advancing equity, especially in relation to the administration of public education
- Proficiency in Microsoft Office and Google suite, with proficiency 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**

- Experience with a Customer Relationship Management (CRM) platform, preferably Salesforce

**Hours and Compensation:** This is a temporary position paid at the rate of \$15 per hour. It is anticipated that the person in this position will work approximately March 1, 2019, through August 16, 2019, with the majority of hours to be worked in June, July, and August. On average, hours worked in March, April, and May will be 15-20 hours per week; hours in June, July, and August will be 25-30 hours per week. Weekly hours subject to change based on program needs.

**To Apply:** For consideration, please send your resume and cover letter to [jobs@yamd.org](mailto:jobs@yamd.org) with the subject line "SummerREADS Associate" before February 15, 2019. 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 committed to cultivating a diverse workforce and equitable workplace. We encourage applications from individuals of all backgrounds, regardless of race, ethnicity, gender, sexual orientation, gender identity and expression, age, national origin, veteran status, and disability. All qualified applications will be given equal opportunity.**