



Summer LIT! Associate

Reports to: Summer LIT! Program Manager

Classification: Part-Time Exempt

Job Summary

The Summer LIT! Associate will assist the Summer LIT! Program Manager with daily operations and implementation of the Summer LIT! program to ensure that all children have access to unique, relevant, challenging, and fun learning experiences.

About Summer LIT!

In partnership with Baltimore City Public Schools, Young Audiences/Arts for Learning will operate six Summer LIT! program sites across Baltimore City in 2021. Summer LIT! (*formerly known as Summer LIT!*) is a six-week summer program that provides students an engaging, arts-integrated approach to literacy programming. By providing opportunities for creative, hands-on learning through the arts, the program helps to improve students' reading and writing skills and to prevent summer learning loss. Key components of the program include arts-integrated literacy instruction, small group tutoring, artist residencies, community partner visits, and weekly STEM projects. Summer LIT! serves students in grades K-5 and **will be held in-person in summer 2021.**

About Young Audiences/Arts for Learning

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. 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.

Job Description

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 Summer LIT! sites and document findings

Site Coordination & Support: 40%

Provides onsite support with daily operations of the Summer LIT! program sites including:

- Order, organize, and distribute program supplies
- Make confirmation calls to all enrolled students prior to program start
- Assist with attendance collection and record-keeping
- Serve as the administrative primary point of contact for Summer LIT! families before and during the program
- Identify site-specific needs and report back to the Program Manager
- 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 Summer LIT! 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.
- An understanding of the concepts of institutional and structural racism and bias, and its impact on policies and practices, especially related to the administration of public education.
- 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
- Ability to lift up to 50 lbs.
- 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

Work Hours and Compensation (20-30 hours per week)

- This is a temporary part-time hourly position beginning in April 2021 and ending in late August 2021.
- As a temporary position, the Summer LIT! Program Associate is not eligible for benefits (health, dental or vision insurance, and retirement).
- The Summer LIT! Program Associate will be eligible to earn paid leave at a prorated rate.
- Hourly rate for the position is \$15/hour.

To Apply

This application will close at 5:00 pm on Friday, April 23.

For consideration, please apply for the position on our website:

<https://www.yamd.org/join-us/internship-and-employment-opportunities/Summer>

LIT!-associate-2/. 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.