

Summer Academic Advisor – EmpowerSTEAM Program

Reports to:	Director, Youth Programs & Youth Programs Coordinator
FLSA Status:	Non-exempt
Position Classification	Temporary, Full-Time
Employment Term	June 19, 2019 – July 26, 2019
Pay Rate	\$15.00 per hour
Work Schedule	8:00am and 4:00pm, Monday – Friday

About the YWCA National Capital Area (YWCA NCA)

Mission – The YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

Vision – Provide women and their families with the necessary programs that foster independence, economic stability and overall well-being.

Bold Goal – A majority of women and girls of color across the National Capital Area have the resources and support necessary to achieve personal, educational and professional success.

Position Summary

The YWCA NCA is seeking energetic and highly engaged undergraduate or graduate students to serve as Academic Advisors for our EmpowerSTEAM Summer Academy. EmpowerSTEAM is a 5-week, interactive, Science, Technology, Engineering, Arts and Mathematics summer program for girls ages 11-17. The Academic Advisor for the EmpowerSTEAM Program will provide supervision for program participants at all times (during class sessions, program activities, lunch breaks and field trips). Academic Advisors are expected to serve as leaders, mentors, care-takers and role models throughout the program and are integral in creating a nurturing academic community that is responsive to the social and emotional needs of the program participants.

EmpowerSTEAM will be held on the campus of Trinity Washington University in northeast Washington, DC. Training for EmpowerSTEAM staff members will be held at the YWCA NCA in northwest Washington, DC. Academic Advisors will accompany participants on field trips and college tours.

Position Responsibilities

- Work closely with YWCA NCA staff and educational partners to ensure the successful implementation of daily programming.
- Maintain highly visible and engaged presence during all classes and program activities; serve as an accessible resources for instructors and facilitators.

- Serve as a role models and mentors; model constructive participation in daily activities and demonstrate maturity and constructive behaviors.
- Assist with moving program supplies and materials and setting up classrooms/offices.
- Assist in maintaining accurate program records including attendance logs and incident reports.
- Help with planning and leading icebreakers and teambuilding exercises.
- Prepare and distribute incentives
- Supervise program participants during field trips and college tours, including one overnight college tour.
- Ensure that classrooms and program site are well organized, neat and free of litter.
- Regularly communicate any challenges or concerns to EmpowerSTEAM leadership team.
- Communicate with parents and guardians regarding participant's weekly progress.
- Understand, follow and enforce all safety guidelines and program policies.
- Attend mandatory training sessions.
- Ensure that program participants have a safe and rewarding experience.
- Other duties as assigned.

Qualifications

- Undergraduate education/training in education, counseling, social work or STEAM disciplines preferred. **Candidates must have completed at least two years of undergraduate studies.**
- Minimum of two-years' experience working in a school, camp, mentoring program or related environment preferred.
- Must be available to attend mandatory training; and be available to work entire 5-week program.
- Must pass state and federal background checks.

Essential Knowledge, Skills and Experience

- Demonstrate leadership, professionalism and excellent interpersonal skills.
- Consistently demonstrate prompt and dependable attendance according to work schedules.
- Possess excellent time management and organizational skills with ability to handle varied responsibilities in a time-sensitive environment.
- Must enjoy spending structured and unstructured time with pre-college youth (ages 11-17).
- Ability to work collaboratively in a team setting.
- Ability to manage confidential information with diplomacy and tact.
- Excellent communication skills.

- Proficient in MS Office Suite.

Working Conditions/Physical Requirements

- The work is performed in classroom/college campus settings, with occasional offsite field trips/program activities in the Washington Metropolitan area.
- This position is classified as light work and requires the ability to speak, hear, see, read and lift objects up to 10 lbs. frequently and up to 20 lbs. occasionally. The incumbent must be able to stand, sit and walk for extended periods of time, ascend and descend stairs.

Equal Employment Opportunity Statement

The YWCA National Capital Area is an Equal Opportunity Employer. We seek to recruit, hire and retain the most qualified individuals without regard to race, color, religion, national origin, citizenship, sex, age, gender, disability, marital or veteran status, personal appearance, sexual orientation gender identity or expression or any other characteristic or status protected by applicable federal, state or local law.

It is our intent and desire that equal employment opportunities be provided in employment, recruitment, selection, compensation, benefits, promotion and all other terms and conditions of employment.