

## Summer Learning Specialist – EmpowerSTEAM Program

<b>Reports to:</b>	<b>Manager, Youth Programs</b>
<b>FLSA Status:</b>	<b>Non-exempt</b>
<b>Position Classification</b>	<b>Temporary, Full-Time</b>
<b>Employment Term</b>	<b>June 27, 2022 – August 5, 2022</b>
<b>Pay Rate</b>	<b>\$24.00 per hour</b>
<b>Work Schedule</b>	<b>8:00 AM and 4:00 PM, Monday – Friday</b>

### 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 a highly engaged Summer Learning Specialist (SLS) for our EmpowerSTEAM Summer Academy. EmpowerSTEAM is a 5-week, online, interactive, Science, Technology, Engineering, Arts and Mathematics summer program for girls ages 10-17. The Summer Learning Specialist will assist the Manager, Youth Programs with the planning and implementation of the EmpowerSTEAM program. The SLS will provide supervision for program participants and Summer Academic Advisors at all times (during online class sessions and program activities, and one or two field trips). The SLS will support the social and emotional development of the program participants by facilitating activities designed to promote positive social skills, mental health and personal growth. The SLS will serve as a leader and role model throughout the program and will be integral in creating a nurturing academic community that is responsive to the social and emotional needs of the program participants.

EmpowerSTEAM will be held in person at Trinity Washington University from July 5 – August 5, 2022. Training for EmpowerSTEAM staff members will be held at the YWCA NCA Headquarters from June 27 – July 1, 2022.

## **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 program activities; serve as an accessible resource for instructors and facilitators.
- Serve as a role model and mentor; model constructive participation in daily activities and demonstrate maturity and constructive behaviors.
- Develop and implement activities and interventions that empower participants with the skills necessary to understand and manage emotions, and feel and show empathy.
- Provide staff coaching to support EmpowerSTEAM Advisors in implementing best practices to promote social/emotional learning.
- Support Manager, Youth Programs in the implementation of social skills instruction, and the infusion/integration of social/emotional learning practices.
- Develop rapport with participants and create a welcoming environment.
- Engage with parents and guardians and communicate participants' progress as necessary.
- 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.
- Regularly communicate any challenges or concerns to Manager, Youth Programs.
- 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**

- Bachelor's degree in Education, Social Work or Counseling
- Minimum of three-years' of experience working in a school or youth development setting.
- Experience providing social/emotional instruction or counseling services 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 and professionalism at all times.
- Must have excellent interpersonal and communications skills.
- Ability to adapt and facilitate Social Emotional Learning/Social Skills curricula.
- Must enjoy working with pre-college youth (ages 10-17).
- Demonstrated ability to inspire and motive youth.
- Ability to work effectively in a close, collaborative environment.
- Ability to manage confidential information with diplomacy and tact.
- Must have strong organizational and problem solving skills.
- Consistently demonstrate prompt and dependable attendance according to work schedules.
- Proficient in MS Office Suite.

## **Working Conditions/Physical Requirements**

- Most of the work is performed on a college campus, with occasional field trips/program activities in the Washington Metropolitan area, and a 2-day regional college tour.
- This is 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.

## **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.