



Summer Operations Associate 2020 Summerbridge Program

BREAKTHROUGH OVERVIEW

[Breakthrough Providence](http://breakthroughprovidence.org) is a year-round, academic program who pursues a dual mission to: increase academic opportunity for highly motivated, underserved students and get them into college ready to succeed; and inspire and develop the next generation of teachers and educational leaders. Breakthrough Providence is a part of the national [Breakthrough Collaborative](http://breakthroughcollaborative.org), comprised of 30+ sites across the country and Hong Kong, working to bridge the opportunity and achievement gap for students and teachers. Historically, over 90% of our student body is of color; nearly 85% are low-income; almost 60% speak a language other than English at home; and about 60% will be the first in their families to attend four- year colleges.

The intensive six-week summer program for rising 7th and 8th graders is a key component of Breakthrough's effort to ensure students are on an academically rigorous path through middle school while also focusing on their social-emotional health. Summer programming consists of core academic classes (math and English) as well as leadership and identity development.

ROLE RESPONSIBILITIES

- Work collaboratively as part of the Operations Team (O-Team) to create a positive and safe culture for all community members and problem-solve challenges as they arise
- Ensure smooth daily operations in areas including attendance & homework tracking, first aid, meal distribution, transportation, and technology
- Plan and implement special event logistics for O-Team-led events (Family and Alumni Day, College Day, Pool Day, and Student-Parent-Teacher Conferences)
- Work collaboratively with Bridge members (teacher leaders) to support teacher-led events (e.g. Lock-In, Celebration, etc)
- Carry out general office tasks as needed, such as copying, faxing, filing, answering phones, etc.

DATES & HOURS

Pre-Summer:

- April-June (flexible hours)
 - Orientation to position and onboarding to assist in summer planning

Summer:

- Teacher Training
 - June **17** - June **26**
 - Typically 8am-4pm M-F
 - Student/Family Orientation Day on Saturday, June **20** 9am-12pm and 1:30pm-4:30pm
- Summerbridge
 - Monday, June **29**- Friday, August **7**
 - Celebration on Saturday, August **8** 6pm-8pm

Wrap-Up Week:

- Tuesday, August **11** - Thursday, August **13**
 - Staff are only required to be on campus 9am-12pm on Tuesday
- After the aforementioned time, staff have the flexibility to accomplish the following, but not limited to;
 - Complete all relevant evaluations, exit interviews, and documentation
 - Assist the Administrative Team in other wrap-up work

QUALIFICATIONS

- A strong sense of purpose and vision for expanding educational opportunity and promoting educational equity, particularly for low-income students of color
- Ability to thrive in small, fast-paced nonprofit environment that values collaboration, creativity, strong work ethic, and spirit
- Excellent writing, organization, and technology skills (inc. Google Apps)
- Willingness to take on new challenges, adapt, and grow
- Ability to work occasional evening events



- Prior Breakthrough experience is welcomed but not required

QUALITIES

- **Team player**, with the ability to develop trusting relationships quickly and sincerely
- **Student-centered** with instincts to listen to and elevate the voice and contributions of young people
- Ability to maintain clear boundaries with middle school students and to apply rules fairly and consistently
- A strong sense of purpose and vision for expanding educational opportunity and promoting educational equity, particularly for low-income students of color
- **Culturally competent**, with knowledge of the -isms and how structural inequality impacts our daily lives
- Emotionally intelligent, with awareness and sensitivity to address individuals' mental, physical, and intellectual health needs
- **Professional**, with strong problem-solving skills and flexible attitude
- Ability to thrive in a small, fast-paced non-profit environment that values collaboration, creativity, strong work ethic, and spirit
- Authoritative, with ability to make quick decisions that have the best interest of individuals and the BTP community in mind
- **Humorous**, with the ability to be silly and laugh at oneself

SUPERVISION

The Summer Operations Associate reports directly to the Summer Operations Director. You may expect formal and informal, weekly and daily check-ins respectively.

COMPENSATION

- \$1,000 stipend, paid in three installments
- Financial support with transportation can be provided
- This position is ideal for students looking/able to use work-study funds during the summer

APPLICATION INSTRUCTIONS

Interested candidates should send their cover letter and resume as attachments to apply@breakthroughprovidence.org by **Thursday, February 27th, 2020**. Please include the position for which you are applying for in the subject of the email.

FOR MORE INFORMATION

If you have additional questions or wish to get more information about our organization please go to our website at www.breakthroughprovidence.org or email apply@breakthroughprovidence.org with the position you are inquiring in the subject of the email.

We look forward to seeing your application to join our Summer **2020** Team!