

MSA Summer Youth Program Volunteers

Purpose

The Mayo Street Arts (MSA) Summer Youth Program Volunteers will work directly with MSA's Community Outreach Manager and Summer Youth Program Teaching Associates to provide a welcoming, safe environment in which students from our East Bayside neighborhood and the surrounding community can participate in a variety of performing and visual arts, improve their written and spoken English language skills, and gain self-confidence.

Role Description

This part-time role involves all day-to-day aspects of MSA's summer youth program:

- Working directly with MSA's Community Outreach Manager and Summer Youth Program Teaching Associates to facilitating the summer program
- Creating a welcoming environment for all students who attend
- Developing positive relationships with students and their families

Task-specific training will be provided by MSA staff. Volunteers will be expected to work as part of a larger team of staff, teaching associates, visiting artists, and volunteers.

Specific Duties

STUDENT ENGAGEMENT

- Help staff & associates to facilitate daily activities according to a prepared schedule
- Provide assistance for students who have difficulty engaging with an activity
- Accompany students on weekly field trips
- Nurture a sense of community

SAFETY

- Maintain awareness of whereabouts of all students in coordination with other staff

ADMINISTRATION

- Attend a mandatory training for all staff and volunteers on Friday, July 1
- Communicate information regarding individual student behavior and engagement with parents, staff, and visiting artists

OTHER

- Prepare, serve, and clean-up lunch and snack
- Clean the space at end of day

Qualifications

Volunteers should have comfort interacting with a large group of young students from a diverse array of backgrounds, the ability to model patience and de-escalation during conflicts, a love of the arts, and English language proficiency.

Additional skills of interest include:

- Empathy, patience, and caring
- Teaching experience/past work with children ages 5-11
- Ability to work with a group of 15-25 students (as a team with staff & associates)
- First-Aid/CPR certification
- Background in the arts
- ELL experience

Volunteers will be required to complete a fingerprint and background check through the Maine Department of Education prior to hiring. MSA will pay the \$70 fee.

Languages

MSA staff conduct regular business in English, however many of our neighbors in East Bayside are non-native English speakers. Special consideration will be given to individuals with proficiency in other languages, especially Arabic, French, Lingala, Portuguese, Somali, and Spanish.

Schedule

MSA's Summer Youth Program Volunteers can work up to 20 hours per week from July 5 - August 18, 2022. A mandatory training will also take place on Friday, July 1.

Morning volunteers will arrive at MSA ready to work by 8:00 AM and stay through clean-up at the end of lunch, until approximately 1:00 PM. Students ages 5-7 will attend the morning session.

Afternoon volunteers will arrive ready to work by 12:00 PM to prepare lunch and stay through student pick-up and clean-up at the end of the day, until approximately 5:00 PM. Students ages 7-11 will attend the afternoon session.

In the event that volunteers are unable to work due to illness or family emergency, they will be expected to contact MSA's Community Outreach Manager via both email and text at least two hours prior to their scheduled shift.

Compensation

- Compensation at a rate of \$13/hour is available upon request and will be paid bi-weekly via direct deposit or check
- Letters of recommendation for future employment opportunities are available upon request

Application Process

Individuals interested in volunteering for the Summer Youth Program should email MSA Executive Director Ian Bannon at ian@mayostreetarts.org or call (207) 879-4629.

Volunteers will be considered on a rolling basis with interviews held weekly. Inquiries will be accepted until Friday, June 24 at 5:00 PM or until all available volunteer shifts have been filled.

We encourage applicants of all experience backgrounds—especially residents of East Bayside—to apply.

Specific questions regarding the volunteer role, the organization, and/or the application process should be directed to MSA Executive Director Ian Bannon at ian@mayostreetarts.org or (207) 879-4629.

Diversity Statement

MSA is an equal-opportunity employer committed to promoting diversity, equity, and inclusion in the workplace and to hiring staff members who represent, reflect, and understand the wide range of communities and stakeholders we serve. Applicants with racially, ethnically, or culturally diverse identities or backgrounds are encouraged to apply. MSA does not discriminate with regard to applicants or employees with disabilities and will make reasonable accommodations when necessary.

