

MSA Summer Youth Program Teaching Associate

Purpose

The Mayo Street Arts (MSA) Summer Youth Program Teaching Associates will work directly with MSA's Community Outreach Manager 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.

Job 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 to run the summer program
- Creating a welcoming environment for all students who attend
- Developing positive relationships with students and their families
- Overseeing the safety of all students, staff, and volunteers

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

Specific Duties

STUDENT ENGAGEMENT

- Lead daily activities according to a prepared schedule
- Facilitate both small group and one-on-one activities
- Accompany students on weekly field trips
- Nurture a sense of community

SAFETY

- Use de-escalation and discipline as trained to maintain a safe space for students and staff
- Memorize MSA's procedures for fire and other emergencies
- Maintain awareness of whereabouts of all students in coordination with other staff
- Consider student allergies/needs when planning art materials, field trips, and food

ADMINISTRATION

- Attend a mandatory two-day training for all staff and volunteers
- Maintain attendance and incident logs and ensure proper reporting protocols
- 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
- Stay with students until their parent/guardian arrives

Qualifications

Successful candidates 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 (with volunteer assistance)
- First-Aid/CPR certification
- Background in the arts
- ELL experience

Candidates 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.

Work Schedule

MSA's Summer Youth Program Teaching Associates will work approximately 20 hours per week from July 5 - August 10, 2023. The mandatory training dates will be scheduled between Thursday, June 29 and Monday, July 3.

Three morning associates 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.

Three afternoon associates 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 associates 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 \$21.43/hour will be paid bi-weekly via direct deposit or check
- Total compensation for the 6 week program and training will be approximately \$2,500

Application & Hiring Process

Individuals interested in applying for the Summer Youth Program Teaching Associate position should email a cover letter and resume to MSA Community Outreach Manager, Kemal Pohan, at kemal@mayostreetarts.org.

Applicants will be considered on a rolling basis with interviews held weekly beginning on Monday, May 15. Applications will be accepted until Monday, June 19 at 5:00 PM or until the jobs have been filled.

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

Specific questions regarding the position, the organization, and/or the application process should be directed to MSA Community Outreach Manager, Kemal Pohan, at kemal@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.

