



Middle School Program Associate Position Description

Organization Description

Breakthrough Twin Cities (BTC) prepares students from traditionally underrepresented communities for college success and cultivates the next generation of educators. BTC is an independent 501(c)(3) non-profit with three sites in the Twin Cities: Mounds Park Academy (MPA), Washington Technology Magnet School through Saint Paul Public Schools (SPP), and Chanhassen High School through Eastern Carver County Schools (ECC). Students in our Middle School Program attend three summers of academic enrichment, where they take classes in math, science, literature, & social studies on their six-year path to college with BTC. Students are taught by a diverse faculty of Teaching Fellows: college and high school students exploring the field of education with training and support from Breakthrough. Middle school students participate in programming throughout the school year to continue building their skills, habits, and résumés to become successful high school students. Students matriculate into the College Bound program (grades 9-12) where they receive targeted support for each grade of high school. College Bound students also attend programming throughout the school year and receive the support and mentoring of an Advisor. Students complete the program by working 1x1 with a college counselor in 11th and 12th grades, with 99% graduating from high school and getting accepted into college.

Position Description

This is a fully in-person position. The Middle School Program Associate is a full-time summer, site-based staff position. Each Middle School Program Associate is responsible for implementing processes and programming related to middle school students and families at one of our sites. The Middle School Program Associate is the primary contact for families and students at their site, and works with Teaching Fellows to communicate regularly. The Middle School Program Associate works closely with the Summer Site Director and the BLP Program Associate to provide leadership for a site during the

intensive summer program and is supported by the Summer Site Director and the Summer Program Director.

Responsibilities:

- The Middle School Program Associate is responsible for supporting students at their summer site and supporting the site as a whole.
- Contribute to and implement a shared vision for successful programming during the summer program. Collaborate effectively with other Summer and Breakthrough Staff to do so.
- Co-lead a site during the summer; collaborate with staff colleagues to support students and Teaching Fellows.
- Provide support to students and teaching fellows when harm/conflict happens in the community. This could include leading a restorative chat or conference with students/family. Training will be provided.
- Support the training and development of Teaching Fellows and Program Interns in working with students at a site.
- Work with the Summer Site Director and other staff to determine and implement student interventions when necessary.
- Co-Lead elective selection and student rosters with the other associates.
- Ensure students arrive to program daily, assist in resolving student issues as they arise, lead faculty committee, assist with program planning and leading meetings
- Assist with additional programming tasks such as Bus Games and Breakthrough Cheers list preparation, QOD dos and don'ts, student contact info directory, student lockers, and other tasks, as assigned.
- Build high-quality, professional relationships with BTC students, families, Teaching Fellows, Program Interns, Instructional Coaches, site staff, and partners.

Qualifications:

- Strong leadership, planning, and organization skills
- Ability to initiate and follow through on ideas
- Experience working with diverse groups of people, including students
- Excellent interpersonal and facilitation skills
- Willingness to work within and support a culture of restoration
- Excellent written and oral communication skills
- Strong computer and data management skills (experience with Excel preferred)

- Strong sense of purpose and vision for expanding educational opportunities for student and aspiring educators
- Ability to work effectively with a wide variety of personalities, ages, and situations requiring diplomacy, friendliness, poise, and firmness
- Flexibility and willingness to adjust as needed to best serve the program mission
- Readiness to dedicate significant time and energy to a successful summer program for students and faculty

Preferred Qualifications:

- Breakthrough, LearningWorks, or Summerbridge experience
- Proficiency in one of the following languages: Hmong, Karen, Oromo, Spanish

Terms of Employment:

This is a temporary, full-time, stipended summer position (with the possibility to further engage with Breakthrough in the future!). Associates receive a \$10,000 stipend for the summer, paid semi-monthly. Priority is extended to those who can begin onboarding in May, but a flexible start date is available. Pre-work can be done remotely or in person from May 15-June 4 at \$20/hr, up to 20 hours/wk (for a total of up to \$400/wk).

- Summer Program:
 - o Summer Program Dates:
 - Staff Orientation: June 5 - 6, 2023 (In Person at MPA)
 - Faculty Orientation: June 12 - June 27, 2023 (Except June 19)
 - Student Program: June 28 - August 4, 2023 (BTC off July 4)
 - Wrap-Up Week: August 7 - 11, 2023
- Hours
 - o Orientation 8:00 AM - ~5:00 PM
 - o Student Program ~50 hours/week
 - o Wrap-Up Week 40 hours/week
 - o Occasional evening hours & one all-day Saturday event on August 5th

Work Location:

One Position at each of our three Sites (Three Vacancies Total)

- Mounds Park Academy (2051 Larpenteur Ave E., St. Paul, MN 55109)
- Washington Technology Magnet School (1495 Rice St., St. Paul, MN 55117) *

- Chanhassen High School (2200 Lyman Blvd., Chanhassen, MN 55317)

**Subject to change based on availability and scheduling with our partners Saint Paul Public Schools*

To Apply: Send an email to apply@breakthroughwincities.org with the subject line “MS Program Associate” and attach an updated resumé, cover letter, and two references.