

## **Eastern Carver County Summer Site Director**

### **Position Description**

#### **Organization Description**

Breakthrough Twin Cities supports students on their journey to college by fostering a community of mutual learning with the next generation of educators so they both can collaborate, grow, and thrive. BTC is an independent 501(c)(3) non-profit with three sites in the Twin Cities: Mounds Park Academy (MPA), Saint Paul Public site (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 and prepare for 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 and high school students attend Saturday programming throughout the school year to continue building their skills, habits, and resumes to become successful high school students. Students matriculate into the College Bound program (grades 9–12) where they receive targeted support for each grade level.

\*Subject to change based on availability and scheduling with our district partners

#### **Position Description**

The Eastern Carver County (ECC) Summer Site Director is a seasonal, full-time leadership position responsible for overseeing the implementation of Breakthrough Twin Cities' middle and high school summer program at the Eastern Carver County site. For the 2026 summer program, Breakthrough Twin Cities will employ one ECC Summer Site Director. This individual will work closely with teaching fellows, faculty, and support staff to ensure a positive, engaging, and well-coordinated program experience for students and families. The ECC Site Director is responsible for managing day-to-day site operations, maintaining alignment with organizational goals, and fostering a culture of belonging, professionalism, and academic excellence. The ECC Site Director serves as the on-site leader for their team, providing supervision, coaching, and feedback to summer staff while ensuring that program logistics, communication, and classroom support are executed effectively. They will work closely with the Program Director to plan and implement summer activities, respond to challenges as they arise, and uphold Breakthrough's mission and values in daily operations. The ECC Summer Site Director also serves as a key liaison between site staff and the broader program leadership team—ensuring that both students and staff are supported, engaged, and empowered to succeed throughout the summer.

#### **Responsibilities:**

- Serve as the on-site leader for the ECC summer program, setting the tone for a positive, inclusive, and high-performing team culture.
- Build authentic relationships with Teaching Fellows, Advisors, students, and families through daily interactions, open communication, and consistent presence.
- Lead with a balance of professionalism, empathy, and humor—creating an environment where staff and students feel supported while maintaining high expectations.
- Organize and facilitate daily site operations, ensuring all staff have clear tasks, goals, and timelines for each day and week.

- Anticipate potential challenges and proactively design systems or processes to prevent issues before they arise.
- Make timely, informed decisions and provide steady leadership during high-pressure or unexpected situations.
- Maintain open and responsive communication with the Program Director, keeping them informed of successes, challenges, and emerging needs throughout the summer.
- Use structured organizational tools (e.g., Google Sheets, shared drives, agendas, sign-ups) to streamline operations and promote transparency across the team.
- Conduct regular classroom visits and informal check-ins to provide feedback, encouragement, and coaching for Teaching Fellows.
- Communicate professionally and warmly with families, ensuring consistent updates and building trust between the program and families.
- Strengthen partnerships with host site personnel (e.g., school staff, custodians, site leads) through daily collaboration and appreciation.

**Qualifications:**

- Experience working with diverse groups of people
- Excellent interpersonal, communication, and facilitation skills
- Strong organizational and time management abilities with attention to detail
- Ability to manage multiple priorities and follow through on tasks effectively
- Strong computer and data management skills (experience with Google Suite preferred)
- Proven ability to take control of a space, organize groups, and deliver clear directions
- Demonstrated leadership skills with a balance of empathy, humor, and professionalism
- Strong sense of purpose and commitment to educational equity and youth development
- Ability to work effectively with a wide range of personalities, ages, and settings
- Flexibility, adaptability, and willingness to adjust to meet program needs

**Preferred Qualifications:**

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

**Terms of Employment:**

- Pre-Summer Training & Onboarding (April): Part-time, as needed, paid hourly.
- Full-Time Summer Schedule (Beginning in May): Approximately 40 hours per week (9:00 AM–5:00 PM).
- Summer Program (9 weeks, mid-June–mid-August):
  - First three weeks: 50–55 hours per week (7:00 AM–5:30 PM).
  - Remaining weeks: 40–45 hours per week (9:00 AM–5:30 PM).
  - Occasional evening and Saturday events required.
- **Please note: The summer schedule requires flexibility, and hours listed above are approximate estimates. Start and end times may vary based on daily program needs and events.**



Work Location: Staff training and the first week of teaching fellow orientation will take place at Mounds Park Academy (2051 Larpenteur Ave E, Saint Paul, MN 55109). All other work will take place at your assigned site. Chanhassen High School (2200 Lyman Blvd, Chanhassen, MN 55317).

Compensation: \$14,000 stipend paid out in bimonthly installments beginning on May 20th and continuing until the full balance is paid out. April in-person work, compensation will be an hourly rate of \$23 per hour (up to 40 hours) until June 2nd in addition to the stipend.

**To Apply:** Send an email to [teach@breakthroughtwincities.org](mailto:teach@breakthroughtwincities.org) with the subject line "Summer Site Director" and attach an updated resumé, cover letter, and two references.