



## **S.M.A.R.T. Summer Program Support Staff Job Description**

**Start & End Date:** June 15-August 18, 2022

**Salary:** \$15/hour, Hours: 40 hours/week, 7:45am-5:00pm (Monday-Friday)

Are you looking to make a BIG impact in your LOCAL community? Relentless Academy is looking for dedicated math and reading specialists/teachers to teach youth in grades K-12 for our S.M.A.R.T. Summer Program part-time. Specifically, we have openings in the following positions: Support Staff

Relentless Academy is a 501c(3) nonprofit that provides affordable and accessible S.M.A.R.T. (Science, Math, Art, Reading, Technology) programming which includes music and financial literacy instruction for underserved youth in grades K-12 beginning June 15-August 18, 2022. Our mission is to prepare the next generation of leaders for S.M.A.R.T. proficiency to close the academic achievement and wealth gap among families in underserved communities. In this part-time position you will be responsible for the following:

### **Essential Functions:**

- ❑ SHARING YOUR PASSION AND ENTHUSIASM for your subject area and ensure fun while obtaining desired academic results
- ❑ CAN DO ATTITUDE: Going above and beyond to ENGAGE students according to the MN Standards for which we have identified. This means being creative and thinking outside of the box to engage students in the classroom and provide culturally relevant teaching methods to reach a variety of different learners.
- ❑ STEWARDSHIP AND SAFETY: Following our COVID 19 and all other safety policies
- ❑ SCHEDULE: Working approximately 40 hours per week. Must be reliable and able to work Monday-Friday from 7:45am-5:00pm.
- ❑ Working with colleagues, support staff, program manager or executive director to plan culturally inclusive and developmentally appropriate activities that support different cultures, backgrounds, and age levels.
- ❑ Communicate any space concerns or program needs to program manager.
- ❑ Must be computer savvy, familiar with laptop computers and able to teach if necessary using online software
- ❑ Role model and work with youth to understand the goals of Relentless Academy
- ❑ Maintain daily, open communication with parents.
- ❑ Record all medical incidents in the med log and complete any necessary paperwork regarding program incident reports.
- ❑ Communicate child concerns and family needs to program manager or executive director

- Adhere to Relentless Academy’s guidelines and policies
- Experience working with staff and families from diverse backgrounds and experiences
- Regular attendance and showing up to work on time is a must
- Must have a reliable vehicle and valid driver’s license (preferred)
- Ensure that the site is kept clean, organized, and that COVID-19 protocols are followed
- Be a leader in parent communication and address parent concerns in a timely manner. Seek the help of the Camp Program Manager and/or Executive Director when necessary.
- Attend all required trainings, meetings, orientations, and the end of the summer showcase on:
  - Training/Orientation: Monday, June 13 from 5:00pm-8:00pm
  - Parent Orientation, Tuesday, June 14 from 5:30pm-6:30pm
  - End of the summer showcase, Thursday, August 18 from 4:00pm-6:30pm.

**Relationships:** This position reports to the Program Manager. Support staff will interact regularly with the camp program manager, camp staff, campers, and parents from various diverse backgrounds.

**Work Conditions:**

- Must have the physical ability to lead and participate in camp activities, which may include outdoor hiking, canoeing, swimming, physical games, walking, and other activities.
- Must be capable of carrying loads of up to 60 pounds
- Perform essential program support to camp activities and programs which may include, but not limited to the following activities: semi – reaching to full-reach overhead, crouching, kneeling, working in narrow and/or confining spaces, overhead, and at ground level, twisting of the waist, shoulders, and legs, wrist, etc.
- Ability to work with a computer or digital device for a prolonged period of time.
- Ability to sit/stand/walk for prolonged period of time.

**Additional Notes:**

This job description represents the major functions of the position but is not intended to be all-inclusive. This position is also responsible for taking direction from the Camp Executive Director, their representatives in completing projects or performing duties deemed necessary for the camps’ success.

**Background check:** Required

**Website:** [www.relentlessacademy.org](http://www.relentlessacademy.org)

**Work Remotely:** No

**COVID-19 Precaution(s):**

- If selected, remote interview process
- Personal protective equipment provided or required
- Social distancing guidelines in place
- Sanitizing, disinfecting, or cleaning procedures in place

**APPLY:** Send resume to [info@relentlessacademy.org](mailto:info@relentlessacademy.org)