



Upward Bound Summer Program, Program Associate Position Description

Overview

The Program Associate (PA) is the primary facilitator of the participant experience during the Upward Bound Summer program. You will have the unique opportunity to impact and change lives as an Upward Bound Summer Program Associate. This summer of 2020 Upward Bound will bring approximately 100 high school students that qualify as low income and first generation college bound to Cornell University for six weeks of academic, co-curricular and extracurricular activities, intended to grow their knowledge and understanding of what it takes to be successful in college while preparing for their next year in high school. Upward Bound is grant funded by the Federal Department of Education's TRIO Programs.

Organization

12 Program Associates are hired and directly supervise 100 high school student participants, with a focus on 10 "assigned" participants. PAs are supervised and supported by the Summer Program Coordinator (SPC), Assistant Director (AD) and Director.

Responsibilities and Expectations

This position is an integral part of the summer program staff. Serving as a mentor and role model for participants, and the front line of all programmatic supervision this position is responsible for the following:

Primary Responsibilities

- Directly contribute to the individual growth of participants and the UB community
- Facilitate topics of teambuilding, communication, academic / career exploration, life-skills, or other relevant material to both large and small audiences, as well as individuals.
- Provide safe, consistent, and effective leadership to high school students
- Assure immediate and complete disclosure of participant and staff concerns to SPC, AD, and Director
- Be a participating member of the Upward Bound community, and accessible at all times unless prior approval is granted
- Remain accessible to staff via program provided cell phone during entire summer session
- Participate in weekly meetings as assigned
- Provide motivation to ensure Upward Bound runs on schedule

Academic Responsibilities

- Attend and be engaged in daily classes as assigned with participants
- Support Teacher efforts in classes by managing student behaviors and encouraging engagement
- Keep track of class progress and daily assignments and relay information to SPC and fellow PAs.
- Facilitate study sessions for assigned group of 8-10 participants
- Keep current records of student progress to ensure all students are up to date with coursework and prepared for class activities and exams
- Implement creative solutions to help students realize and reach their full potential

Programming Responsibilities

- Create and facilitate weekly programming activities as assigned during staff training
- Supervise activities and participate as appropriate

- Provide supervision to participants during all Upward Bound activities
- Lead community service and college visit trips (may require driving 12-passenger vans)

Residential (4 days 6/28/20 - 7/3/2020)

- Daily supervision of students in residential dorm setting
- Ensure a managed, safe, and healthy residential experience by maintaining proper supervision, supporting participants, teambuilding, and creating impactful moments
- Assist in preparing the dorm and rooms for participant arrival, and complete “break-down” of the facility at the end of the residential portion of the summer program
- Provide daily monitoring and upkeep of residential facility, reporting issues as they arise to SPC

Non-Residential (5 weeks 7/6/20 – 8/7/20)

- Provide daily transportation for participants to and from their home towns which ranges from 20 minutes to an hour away. (may require driving 12-passenger vans)
- Chaperone buses or vans.
- Help organize and facilitate overnight trips as assigned.
- Support staff and student efforts to maintain community balance and connectedness through the daily interactions of student participants

Policy Enforcement

- Adhere to and enforce all laws, University regulations, and Upward Bound policies and rules
- Address issues with participants immediately as they arise. Manage follow up and report to SPC
- Provide written documentation where applicable

Other Responsibilities

- Provide teachable moments to participants to grow the Upward Bound culture in a positive direction
- Keep daily notes on each assigned student
- Complete end of program evaluation for each assigned student, the PA position and the overall program
- Maintain healthy personal habits to avoid burn out, PAs are expected to be “on” at all times
- Other duties assigned as dictated by program, staff, and participant needs

Time Commitment

Position will begin June 22nd, 2020.

Program Associate Training is mandatory. June 22nd - June 26th.

Summer Program Dates: June 28th – August 7th. Please be aware there are no time off requests granted during this time period.

However, there will be weekend days off and holiday observances. These will be defined and communicated to applicants once the summer schedule becomes final.

Position ends August 7th 2020 when supplies are accounted for, inventoried and properly stowed, reports have been submitted and keys turned in.

Qualifications

Preferred:

- Experience working with a diverse student population and developing youth
- Understanding of First Generation / Low Income student issues and concerns
- Completed their sophomore year in college
- Valid Driver's License for 3 years

Required:

- Experience working effectively with youth and in teams
- Experience with summer programming for high school students
- Excellent written and oral communication skills
- Pride in doing their best work, with the resolve to see through long days and manage difficult situations
- Ability to handle multiple responsibilities and follow through consistently
- A system of organization that works well for them, and translates effectively to others

Remuneration

\$3,400 stipend for 7 weeks of employment (paid bi-weekly)

Room and board are provided during the training and residential portion of the program

A modified dining plan is provided during the non-residential portion of the program

All expenses are paid for overnight trip

Application Process

Application acceptance and interviews will be done on a rolling basis.

Priority deadline for applications is **February 28th, 2020**.

FINAL deadline is **March 18th, 2020**

To apply, please send your resume and a cover letter to:

By mail:

Liz Millhollen

3rd Floor Kennedy Hall, Ithaca, NY 14853

Electronically:

Liz Millhollen

eam53@cornell.edu

Questions?

Please contact Liz Millhollen via email at eam53@cornell.edu