

## **Paul Schreurs Memorial Program Assistant**

### ***Our organization:***

The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.

A part-time job at the Ithaca Youth Bureau (a City of Ithaca department) is waiting for you! The IYB is committed to a work environment that is equitable, where each individual can thrive. The IYB provides youth from diverse backgrounds with the tools they need to build a successful life for themselves and change the world for the better. We believe that all citizens can be physically, mentally, and spiritually healthy, as well as socially and civically engaged. We help prepare youth, from all backgrounds, to live successful lives as adults by providing a variety of recreation and youth development opportunities that will help youth develop to their full potential.

Through the Paul Schreurs Memorial Program (PSMP), an initiative at the Ithaca Youth Bureau, we provide middle and high school students with a variety of personal, academic, emotional, and social supports. Our goal is that by promoting strong positive relationships and offering programs that inspire underrepresented and marginalized youth to be successful confident life-long learners. Our program serves students of color, students from low-income households, and rural students to help them gain access to educational opportunities and close the achievement gaps in the Ithaca City School District. We endeavor to build relationships that help us work with youth and their families to address the issues they face and strive to inspire youth to work together to overcome negative expectations and academic stigmas. PSMP offers homework support, school advocacy, tutoring, community service opportunities, summer enrichment activities, and more to engage students and their families.

***Position:*** Program Assistant (September 2021 – June 2022)

Duties include:

- Support program coordinator and program leader in running activities
- Promote positive participation in all PSMP activities by youth
- Communicating with students, volunteers, and school staff
- Drive a 15-passenger van to transport students and volunteers to and from programs
- Support students with tutoring assistance and do data entry as needed to track student progress
- Participate in weekly homework clubs, group activities, and staff meetings, and summer program (some travel)
- Assist with shopping for and preparing program and snack supplies
- Assisting Program Coordinator and Program Leader as needed

The ideal candidate will have experience and enthusiasm for working with youth and helping them succeed, as well as a general knowledge of the Ithaca City School District and greater Ithaca area. Staff need to exercise good judgment and at times adapt quickly to changing circumstances. Candidates should have a valid driver's license.

Additional Qualifications (helpful, but not required):

- First Aid and CPR Certification

This is a part-time position, approximately 10-20 hours per week. Pay: \$15.37/hr

**Contact:** Johara Malcolm *E-mail:* [jmalcolm@cityofithaca.org](mailto:jmalcolm@cityofithaca.org) *Phone:* 607-273-8364, x2154

We will be accepting applications until position is filled.