

The Paul Schreurs Memorial Program Seasonal Part-time Description



Job Title: Part-Time Seasonal Program Support Staff (with Van Driver Option)

Program: Paul Schreurs Memorial Program (PSMP)

Location: Ithaca Youth Bureau

Hours: Monday through Thursday, 3:00 PM - 5:00 PM, with potential additional hours for Saturday programming and summer sessions

Supervisor: PSMP Coordinator

Program Overview:

The Paul Schreurs Memorial Program (PSMP) at the Ithaca Youth Bureau supports historically marginalized students in grades 6-12. It provides academic, personal, and emotional support through mentorship and programming tailored to the unique needs of our diverse participants. The program offers a nurturing environment where students build confidence, resilience, and academic skills.

Position Summary:

PSMP seeks compassionate and dedicated Part-Time Seasonal Program Support Staff member to work closely with students during our after-school Homework Club and optional weekend and summer programs. This role includes assisting students academically, providing personal support, and creating a positive, inclusive atmosphere aligned with PSMP's commitment to social and emotional growth. Additionally, candidates will have the opportunity to receive training in operating a 15-passenger van to help transport students as part of program activities. A driver's license is a plus but is not required to apply or be considered for this role.

Responsibilities:

- Assist in managing and facilitating Homework Club sessions for students from 6th-12th grade.
- Provide one-on-one and group academic support to students in various subject areas.
- Build rapport and provide emotional support, helping students navigate personal challenges.
- Collaborate with program staff to implement engaging activities and foster an inclusive environment.
- Encourage positive behavior and foster a supportive learning atmosphere.
- A driver's license is required to transport students in a 15-passenger van (van training provided), supporting program logistics for weekday and weekend events.

Qualifications:

- Experience working with youth from diverse backgrounds, particularly students from historically marginalized communities, is a plus but not mandatory.
- Strong people skills and demonstrated ability to connect with and support teens.
- Ability to work collaboratively within a team setting.
- Commitment to promoting equity, inclusion, and personal growth among students. A driver's license is preferred but not required.

To Apply: Interested candidates should contact Johara Malcolm, PSMP Coordinator, at jmalcolm@cityofithaca.org. To apply, please click & complete the [IYB part-time job interest form](#) or scan the QR code on the right.

Scan QR to Apply Online!

