

Academic Mentoring Programs  
Program Assistant  
Ithaca Youth Bureau  
2018



**Our Organization:** The Ithaca Youth Bureau (IYB) is a department of the City of Ithaca. The mission of the Youth Bureau is to provide a broad cross section of recreation programs & youth services to promote the health, happiness and well being of all residents in the greater Ithaca area. Our two Academic Mentoring Programs provide marginalized youth in middle and high school with access to afterschool homework help, academic support/tutoring, enrichment activities, mentoring, team building, advocacy, community service opportunities, college tours/experiences, family dinners, and summer programs, and skilled support staff.

The College Discovery Program works with youth who have ability to be highly successful in school, but lack the resources and supports to achieve their potential. Students in this program are nominated by school staff and become part of a cohort of students. CDP Currently has 2 cohorts; one group is in 7<sup>th</sup> grade, one is in 10<sup>th</sup> grade.

The Paul Schreurs Memorial Program works with underserved youth who have significant barriers to academic success, yet show an interest in overcoming these barriers and succeeding academically. Participants are typically middle and high school students, who have struggled to find success.

**Job Description** Academic Mentoring Programs Afterschool Program Assistant

**Key Areas of Responsibilities:**

- Support Program Coordinators and Program Leaders in the running of afterschool programs and activities which include:
  - Direct service to youth, including tutoring, counseling/coaching, leading and facilitating teambuilding activities, assisting with discipline and management of group dynamics and maintaining safety for all during program activities
  - Supporting, supervising and guiding tutors and other volunteers in their work with program participants
  - Distributing snacks, gathering and putting away program equipment
  - Ensure participants get to the bus or van for transportation home
  - Communication with parents or guardians as necessary
- Substituting for program leaders as needed at afterschool program activities including homework clubs and enrichment/teambuilding sessions
- Driving tutors or participants to or from an activity, which would include driving a IYB vehicle (typically a 15 passenger van)

Skills needed: strong interest and ability in working with middle and high school age youth; high comfort level with medium to large groups, strong verbal and communication skills and must be reliable

Hours: Basic hours are Mon, Wed & Thurs, 3 pm – 5:00/5:30 pm. Tues 2:30-5/5:30 It is typically a 10-15-hour workweek.

Pay Rate: \$15.11 per hour

Contact: Johara Malcolm PSMP Program Coordinator [JMalcolm@cityofithaca.org](mailto:JMalcolm@cityofithaca.org) or Linda Cimasky Barr CDP Program Coordinator at [LCbarr@cityofithaca.org](mailto:LCbarr@cityofithaca.org) both coordinators can be reached by calling 273-8364.