



Job Description Station Leaders (Two Positions)

Mission: Grandville Avenue Arts & Humanities enriches the lives of neighborhood youth through diverse and engaging programs at the Cook Arts Center and the Cook Library Center.

What is the Cook Library Scholars program?

The Cook Library Scholars program builds pathways of opportunity for bright and motivated children in the Grandville Avenue neighborhood. This after-school program provides individualized academic support, leadership development and family engagement opportunities. The Cook Library Scholars program seeks to prepare students for success in college, career and beyond.

Position Summary:

- o 3 – 6:30 pm Monday – Thursday, during the academic school year
- o \$11.00 per hour, 14 hours / week

Responsibilities:

- o Provides directed academic assistance to small groups and individual students in grades K-5 through creation of hands-on stations
- o Runs the stations daily, including planning, executing, evaluating and cleaning
- o Informs Cook Library Scholars staff of student progress
- o Motivates students to challenge themselves
- o Maintains a friendly and supportive atmosphere
- o Punctual and consistent presence
- o Serves as a positive role model for children and teens
- o Is an advocate for the programs of Grandville Avenue Arts & Humanities in the community- at-large
- o Works effectively with program staff and volunteers
- o Tracks student attendance and progress at the stations and participates in GAAH's evaluation procedures
- o Reports on a regular basis to the Program Manager

Qualifications:

- o Some college education / Bachelor's degree in Education, Mathematics, English, Writing, Humanities or relevant field preferred
- o Must undergo criminal background check
- o Previous experience tutoring / teaching elementary school students required
- o Detail oriented and strong organizational skills required

Please submit cover letter and resume to sgarza@gaah.org by August 25, 2017.



Job Description: Middle School Tutor (Math and Writing)

Mission: Grandville Avenue Arts & Humanities enriches the lives of neighborhood youth through diverse and engaging programs at the Cook Arts Center and the Cook Library Center.

What is the Cook Library Scholars program?

The Cook Library Scholars program builds pathways of opportunity for bright and motivated children in the Grandville Avenue neighborhood. This after-school program provides individualized academic support, leadership development and family engagement opportunities. The Cook Library Scholars program seeks to prepare students for success in college, career and beyond.

Position Summary:

- o 4 – 6 pm Monday – Thursday, during the academic school year
- o Full semester commitment is required, with a one year commitment preferred
- o \$10 / hour, 4-8 hours / week

Responsibilities:

- o Provides directed academic assistance to small groups and individual students in grades 6-10
- o Demonstrates mastery over relevant academic content areas for students in 6-10th grade math and writing
- o Informs Cook Library Scholars staff of student progress
- o Motivates students to challenge themselves
- o Maintains a friendly and supportive atmosphere
- o Punctual and consistent presence
- o Serves as a positive representative role model for children and teens
- o Is an advocate for the programs of Grandville Avenue Arts & Humanities in the community-at-large
- o Works effectively with program staff and volunteers
- o Tracks student attendance and participates in GAAH's evaluation procedures
- o Reports on a regular basis to the Program Manager

Qualifications:

- o High school diploma or currently attending high school as a junior or a senior in higher level math
- o Some college education / Bachelor's degree in Education, Mathematics, English, Writing, Humanities or relevant field preferred
- o Must undergo criminal background check
- o Previous experience tutoring / teaching middle school students preferred
- o Detail oriented and strong organizational skills required

Please submit cover letter and resume to sgarza@gaah.org by August 25, 2017.



Job Description: Teen Leaders in the Arts Program Assistant

Mission: Grandville Avenue Arts & Humanities enriches the lives of neighborhood youth through diverse and engaging programs at the Cook Arts Center and the Cook Library Center.

What is the Teen Leaders in the Arts Program?

The Teen Leaders in the Arts program was created using the Youth Driven Space model. Teens work alongside adult staff to make decisions and shape the program. The program vision statement, written by teens themselves, is: *We are a youth driven program committed to making change within our community and ourselves by providing unique opportunities for education, artistic expression, a voice for social justice, and leadership for future generations.*

Position Summary:

- o Part Time - 20-25 hour/week
- o \$14 - \$17 per hour (commensurate with experience)

Responsibilities:

- o Works alongside youth to plan and implement their program
- o Trains youth to plan and lead meetings, then facilitate meetings while youth lead
- o Manages program data systems including attendance and registration
- o Assists with artist contracts and communications for teen projects and lessons
- o Manages program scheduling and logistics
- o Creates forms, flyers, schedules, permission slips and other program documents
- o Mentors teenage youth and serves as a positive role model
- o Purchases supplies and equipment
- o Communicates with parents and families about program activities
- o Works with teens to implement program evaluations and assessments
- o Helps implement occasional weekend events or special projects
- o Knows and follows organizational policies and procedures
- o Maintains good working relations with parents and students, other staff, volunteers, artists
- o Is an advocate for the programs of Grandville Avenue Arts & Humanities in the community-at-large

Qualifications:

- o Available in the afternoons and evenings Monday through Friday - REQUIRED
- o Excited to work with teenage youth – ability to relate to and communicate well with teens
- o Fluent in both English and Spanish
- o Work or volunteer experience in youth programming or education
- o Excellent written and verbal communication skills
- o Proficiency in Microsoft Office software, mostly Word and Excel
- o Ability to work well with both teens and adults from various cultures and backgrounds
- o Basic understanding of the Youth Driven Spaces program model

Please submit cover letter and resume to srosalez@gaah.org by August 25, 2017.