



# SUMMER PROGRAMS ASSOCIATE

Spark Central is a 501(c)3 nonprofit that ignites the creativity, innovation, and imagination necessary for people to forge the path to their best future. We break down barriers to creativity like cost, confidence, and access by offering transformative programs, access to innovative technology, and a welcoming creative community for people of all economic backgrounds. Everyone deserves the opportunity to forge the future they imagine. As a 501(c)3 charitable organization, we rely on the generosity of people like you to keep our membership and programs available at no cost so income is never a barrier to opportunity..

Spark Central is looking for a Summer Programs Associate to work during Spokane Public Schools' Summer break to support our staff in operating our youth Summer camps, family events and other programs. This position works with our Program & Volunteer Manager, Program Director and key volunteers to ensure Summer programs make a transformative impact on West Central youth and families, expanding their creative confidence, resilience to failure, and future aspirations.

## COMMITMENT

Please note that we're flexible and willing to work around an existing commitment.

**Summer:** Late June, July, and August; 30-40 hours a week as available

## DESCRIPTION

The Summer Programs Associate is someone who has a passion for youth service, community building and creativity. They are eager to share their love of art, writing, coding, robotics or any other creative field(s) with youth. Experience with youth in a school or after school setting is strongly preferred.

The Summer Programs Associate assists our staff with every aspect of our Summer programs schedule, but their work focuses on multi-day Summer camps for youth. They will be involved in planning, preparation, and execution of these programs, learning the plans for each day inside and out and providing leadership to volunteers. Much of this work will take place during weekday mornings, but the Summer Programs associate will also be asked to work occasional evening and frequent weekend hours.

## RESPONSIBILITIES

1. Attend and help the Program & Volunteer Manager to facilitate six to eight weeks of multi-day youth Summer camp programs. These typically include robotics, music, coding, writing and

other areas of focus. Spend time learning program activities you are unfamiliar with to develop sufficient expertise to assist with program facilitation successfully.

2. Attend and help the Program & Volunteer Manager to facilitate family events taking place during your term (typically, one to two such events will be scheduled each month).
3. Work with the Program & Volunteer Manager to prepare materials for all programs that you will assist in facilitating, and to prepare lesson plans for these activities as needed.
4. Learn and employ Spark Central's best practices for working with youth, including: program quality standards; trauma-informed practices; and antiracist, equity, and inclusion practices.
5. Get to know repeat attendees of youth Summer camp programs and family events, learning their names and interests and building impactful relationships with them.
6. Model Spark Central's best practices for working with youth to other youth program volunteers, coaching them on how to implement these practices and build impactful relationships with youth.
7. Provide reminders to and answer frequently asked questions from families who register their children for youth Summer camp programs, directing difficult questions to the Program & Volunteer Manager or Program Director.
8. Work with the Program & Volunteer Manager and Program Director to record accurate data on Summer programming and deliver forms and data to appropriate staff in a timely manner.
9. Depending on total hours, assist in the facilitation of other programs as needed and available, including drop-in clubs for youth and pop-up programs hosted outside of Spark Central.

## **DESIRED QUALITIES**

The ideal Summer Programs Associate is someone who relates exceptionally well to youth and is inspired by helping them find the best ways to learn. We seek someone who takes great joy in teaching others, loses track of time in this pursuit, has a nuanced, intelligent sense of humor, and the ability to work in a fast-paced environment without losing their cool.

### **Other qualities include:**

- Outgoing individual who has experience working with people of diverse cultures and a variety of ages
- Passion for creative expression and/or STEAM education, DEIJ, and service to low-income communities
- Passion for and experience working with elementary and/or middle-school-aged youth, especially youth who have experienced trauma
- Responsible self-starter; task and detail-oriented
- Comfort with both Mac and PC interfaces
- Strong verbal and written communication skills
- Above-average—bordering on exceptional—organizational skills
- Has patience, stamina, and flexibility to work in a busy, active environment with interruptions
- Reliable—good at watching the time

## **PERKS**

As an Associate at Spark Central, you'll connect with a wide variety of talented people in our community, learn new skills, and shape our patrons' user experience. This position is also a fabulous way to get experience in the youth work, ELO and non-profit fields. We also offer Associates:

- Free access to a printer/copier to print or copy up to \$40 for personal use during your service
- A letter of recommendation upon successful completion of your service

## **HOW TO APPLY**

Please email a résumé and letter of interest to [info@spark-central.org](mailto:info@spark-central.org). In your letter, tell us why you are interested in the Programs Associate position and what you believe you will bring to Spark Central.