



Summer Camp Program Assistant

About Mighty Writers (MW)

Mighty Writers is a nonprofit that teaches kids, ages 2 to 17, to think and write with clarity. Our free, neighborhood-based and online out-of-school writing programs have grown to serve 3,500 kids a year. We operate in Philadelphia, PA; Chester County, PA; Camden, NJ; Atlantic City, NJ; Newark, NJ; and Washington Heights, NY.

Position Description

The Summer Camp Program Assistant will, among other tasks, assist the program director and manager with lessons or small group activities, provide individual support to students in the classroom setting and on field trips, supervise students and assist with arrival and dismissal procedures.

General Responsibilities

- Assist with many aspects of site such as these daily activities:
 - Be present to provide consistency and positivity for all on-site programs,
 - Support a positive and productive program environment,
 - Support program content and initiatives,
 - Provide support in keeping site clean and tidy.
- Be self-motivated and work well under pressure,
- Have a good rapport with people of all ages and backgrounds, including children, teenagers, parents and volunteers,
- Have high expectations for all youth
- Be accountable and take ownership of program results
- Provide support with daily programs for youth, in collaboration with the program manager and volunteers, including:
 - Outside play
 - Community-building exercises
 - Social-emotional Learning lessons, in collaboration with MW's director of social-emotional learning and
 - Daily writing workshops.
- Maintain confidentiality of all pertinent or sensitive information.

Skills, Education and Experience

- High School Diploma
- Minimum of 2 years of direct experience working with youth in an educational environment,

- A strongly held educational philosophy of how to inspire kids to write and succeed,
- Strong skills in reading, writing, speaking and listening
- Strong organizational, time management and computer skills and
- Interest, enthusiasm and affinity for working with children, youth and adults.

Job Requirements

- Covid-19 Vaccine Policy: all staff and volunteers must be vaccinated or receive an approved medical or religious exemption. Wear masks indoors as requested.

Equal Employment Opportunity Employer

Mighty Writers provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. Mighty Writers complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.