



9th Summer Program Associate Position Description

Organization Description

Breakthrough Twin Cities supports students on their journey to college by fostering a community of mutual learning with the next generation of educators so they both can collaborate, grow, and thrive. BTC is an independent 501(c)(3) non-profit with three sites in the Twin Cities: Mounds Park Academy (MPA), Saint Paul Public site (SPP)*, and Chanhassen High School through Eastern Carver County Schools (ECC)*. Students in our middle school program attend three summers of academic enrichment, where they take classes in math, science, literature, & social studies and prepare for their six-year path to college with BTC. Students are taught by a diverse faculty of Teaching Fellows: college and high school students exploring the field of education with training and support from Breakthrough. Middle and high school students attend Saturday programming throughout the school year to continue building their skills, habits, and resumes to become successful high school students. Students matriculate into the College Bound program (grades 9-12) where they receive targeted support for each grade level.

*Subject to change based on availability and scheduling with our district partners

Position Description

9th Grade Program Associate is a site-based seasonal staff position. For the 2025 summer program Breakthrough Twin Cities will be employing three 9th Grade Program Associates. Program Associates are responsible for implementing processes and programming related to middle school students and families at one of our sites. They serve as the primary contact for families and students at their site, and work with Teaching Fellows to communicate regularly. Program Associates report to a Summer Site Director, working with them and their Dean of Students to respond to student and family needs, including student behavioral interventions. Program Associates work closely with the Dean of Students to provide leadership for a site during the intensive summer program, supported by their Summer Site Director and the Summer Program Director. The 9th Grade Program Associate is also responsible for attending and supporting the four day overnight 9th grade retreat, including helping to facilitate faculty training, collecting paperwork and running logistical processes at their assigned site, and filling a leadership role during the actual trip.

Responsibilities:

- Assist with student summer enrollment and administrative tasks as assigned
- Contribute to and implement a shared vision for successful programming during the intensive summer program. Collaborate effectively with other Program Associates and Breakthrough Staff to do so.
- Collaborate with the Dean of Students to support students and Teaching Fellows in the classroom setting through restorative check-ins
- Support the training and development of Teaching Fellows and Program Interns in working with students at a site.



- Work with the Dean of Students and Summer Site Director to determine and implement student behavioral intervention plans when necessary.
- Support and co-lead all day Friday events and field trips.
- Assist with additional programming tasks, as assigned.
- Build high-quality, professional relationships with BTC students, families, teaching fellows, instructional coaches, site staff, and partners.
- Support preparation for overnight 9th grade retreat by co-leading faculty orientation/training, running site-based logistical processes for paperwork collection and information dissemination, and communicating/tracking pre-trip tasks for faculty and students
- Attend a four day overnight retreat as a co-leader, supporting the trip lead by facilitating programming for students and faculty, monitoring behavior, and ensuring compliance with all rules and expectations

Qualifications:

- Experience working with diverse groups of people
- Excellent interpersonal and facilitation skills
- Excellent written and oral communication skills
- Excellent time management skills and ability to track and follow-through on simultaneous projects with different priority levels
- Strong computer and data management skills (experience with Excel preferred)
- Ability to quickly take control of a space when needed, organize groups of people and deliver clear directions, strong leadership skills
- Strong sense of purpose and vision for expanding educational opportunities for aspiring educators and under-resourced youth
- Ability to work effectively with a wide variety of personalities, ages, and situations requiring diplomacy, friendliness, poise, and firmness
- Flexibility and willingness to adjust as needed to best serve the program mission

Preferred Qualifications:

- Breakthrough, LearningWorks, or Summerbridge experience
- Proficiency in one of the following languages: Hmong, Karen, Oromo, Spanish

Terms of Employment:

Dates/Times: This position is full-time, seasonal, and not eligible for benefits.

- Summer Program (May through early August):
 - ***Optional*** Early start May 19th - May 30th. In-person at Mounds Park Academy (2051 Larpenteur Ave, Saint Paul, MN 55109)
 - June 2nd - June 6th. Mandatory summer staff training.
 - June 9th - June 24th. Support teaching fellow orientation. No work on June 19th.
 - June 25th - August 1st. Support summer programming with students and faculty.
 - July 14th - July 17th. Attend and co-lead 9th grade overnight retreat at Saint John's University (2850 Abbey Plaza, Collegeville, MN 5632).
 - August 2nd (Saturday). Support the end of summer celebration.



- August 4th – 7th. Support faculty and staff with end of summer wrap-up tasks.
- Additional late evenings in addition to above dates:
 - June 24th until 8PM. Support “Back to Breakthrough” summer kick-off event for students and families
 - July 23rd until 8PM. Support teaching fellow-family conferences.

Work Location: Staff training and the first week of teaching fellow orientation will take place at Mounds Park Academy (2051 Larpenteur Ave E, Saint Paul, MN 55109). All other work will take place at your assigned site. In addition to Mounds Park Academy, the other possible two sites are Humboldt High School (30 Baker St E, St Paul, MN 55107) or Chanhassen High School (2200 Lyman Blvd, Chanhassen, MN 55317).

Compensation: \$10,000 stipend paid out in bimonthly installments beginning on June 20th and continuing until the full balance is paid out. If participating in the optional May in-person work, compensation will be an hourly rate of \$23 per hour (up to 40 hours) until June 2nd in addition to the stipend.

To Apply: Send an email to teach@breakthroughtwincities.org with the subject line “Program Associate” and attach an updated resumé, cover letter, and two references.