



## **New Bedford Whaling Museum Apprenticeship Summer Program Associate - Temporary Summer Position**

### **OVERVIEW**

[The New Bedford Whaling Museum High School Apprenticeship Program](#) provides students access to resources and experiences that deepen community engagement, promote personal and professional development, and cultivate college and career success. The program runs year-round, typically beginning the summer before a student's sophomore year and continuing through high school graduation. This summer we are hiring a temporary Summer Program Associate to work closely with the Manager. The Summer Program Associate will assist in facilitating the summer program and work directly with apprentices who are in grades 10 -12. Responsibilities of the Summer Program Associate include:

### **RESPONSIBILITIES**

- Work closely with the Program Manager to plan and organize summer programming for apprentices. Help supervise trips including site visits to other museums, career shadow days, and college trips.
- Support and facilitate workshops for first-year apprentices' individual project to design their own museum tour
- Design and facilitate team-building activities and games
- Maintain health and safety protocols
- Be an active presence at all apprentice-related museum and community events
- Assist the Program Manager in gathering the end of summer evaluations, student feedback forms and other program documentation as needed
- Assist the Program Manager with daily program set-up and clean-up, including program snacks and lunches
- Develop and maintain positive, appropriate supervisory relationship with apprentices.
- Perform administrative tasks related to the aforementioned responsibilities

### **QUALIFICATIONS**

The ideal candidate for this temporary position is a current educator or an experienced student studying education, youth development, or other field related to direct service with and for youth populations, particularly high school students. Alumni of the Apprenticeship Program are encouraged to apply. Candidate should have a strong desire to work collaboratively to create and maintain youth-centered programs. They should be excited about leading activities, games and workshops.

Specific qualifications include:

- Ability to thrive in a fast-paced, evolving environment
- Excellent writing, communication, and technology skills including knowledge of Google Applications
- Thoughtful and creative, with strong problem-solving skills and flexible attitude
- Excellent time-management and organizational skills, with the ability to start and complete assigned projects with minimal supervision
- Ability to work occasional evening and weekend events if needed

### **EXPECTATIONS/COMPENSATION**

The Summer Program Associate will work in June, July and August and report directly to the Manager of Young Adult Programs. The weekly schedule is Monday through Thursday, 8 am-4 pm, with the possibility of additional weekend or evening hours as needed. The compensation is \$16/hour paid bi-weekly.

### **HOW TO APPLY**

Interested candidates should complete an [Application for Employment](#) and send it along with their cover letter and resume as attachments to Phoebe Magee, Manager of Young Adult Programs, at [pmagee@whalingmuseum.org](mailto:pmagee@whalingmuseum.org)