



Program Fellow Boston, Cambridge, and Somerville Campuses

ORGANIZATIONAL OVERVIEW

About Us and Our Philosophy

Breakthrough Greater Boston (BTGB) is a transformative college access and teacher training program. BTGB offers six years of academic enrichment and college preparation to middle school and high school students with high potential but limited opportunities. Simultaneously, BTGB recruits, trains and inspires a diverse cohort of high achieving college students to become the next generation of urban teachers. Leveraging a Students Teaching Students model, BTGB provides engaging, tuition-free academic programming during the summer and after school. Our students gain the skills and motivation to succeed in rigorous high school courses and, ultimately, in college. Meanwhile, our teachers gain hands-on experience, research-based training and coaching from professional educators.

Over the past eight years, 97% of our graduating students have matriculated to college, and 82% of them have persisted through their undergraduate years. On average, more than 70% of our graduating teachers have gone on to pursue careers in education. After two decades of success at our original Cambridge site, BTGB embarked upon a significant program expansion and opened a second site in Boston in the summer of 2013 and a third site in Somerville in 2018. As an independent 501c3 nonprofit, Breakthrough Greater Boston is part of The Breakthrough Collaborative, a national educational movement working to improve educational outcomes for youth across 25 U.S. cities.

With a deep commitment to our mission, BTGB operates with the highest standards of integrity and best practices, while also enjoying the ability to be innovative and flexible to meet the evolving needs of our students, families and teachers. Our team is diverse, high-performing and dedicated. We continue to build an organizational culture that emphasizes our core values for every member of our community:

- **Spirit:** We cherish and embody the youthful energy and spirit of our students and teachers
- **Continual Learning:** Everyone in our community has something to learn and something to teach
- **Team Together:** We all chip in to accomplish whatever is needed for our teammates and the broader organization
- **Student Centered:** Our students are our first priority and our decisions center around what benefits our students
- **Equity and Opportunity:** We value diversity of identity, background and thought. We treat everyone with dignity and respect
- **Excellence in Everything:** We maintain high expectations for ourselves

Breakthrough Greater Boston encourages individuals of all backgrounds to apply for this position, and we do not discriminate on any basis prohibited by applicable law. We celebrate the diversity of our world and our community, and we seek to build a team that reflects that diversity in every way. We welcome and encourage all qualified applicants who share that same vision, as we wish to engage all those who can contribute to our work and this mission.

THE OPPORTUNITY

Program Fellows will gain immersive programming experience at a successful nonprofit. BTGB is seeking to hire Program Fellows at each of its sites in Cambridge, Boston, and Somerville. At each campus, Program Fellows will be supervised by a Summer Program Director.

YOUR CONTRIBUTION

Program Management

- Support daily systems such as: attendance, technology, mealtimes, recreation times
- Supervise four–six high school interns and support them in managing program logistics
- Help plan and lead Friday special events
- Monitor student engagement during clubs
- Participate and support at Community Meeting and Faculty Meeting on a daily basis
- Support and/or facilitate socio-emotional learning activities and interventions
- Serve as a substitute teacher as needed

Inventory Management

- Coordinate inventory checks, specifically for office supplies and copy paper; Manage inventory levels in the Teacher Workroom
- Receive supply orders from vendors and check loading dock daily for deliveries
- Support end of summer inventory and clean-up process

Nutrition Management

- Manage set-up and distribution of breakfast and lunch, in coordination with school and/or district compliance and regulations
- Support Development Team with coordinating, receiving, and serving special lunches
- Control the inventory of snacks and coordinate snack deliveries to classrooms daily

Technology Management

- Audit inventory of Chromebooks daily and report discrepancies to program directors
- Support with the collection and distribution of student phones
- Provide basic technological support, as requested
- Coordinate student assessment efforts
- Support student data entry into program database (Salesforce)

Transportation

- Support program directors with daily transportation, as needed
- Managing bus monitors
- Communicating with bus companies on various touch points such as delays, or changes in routes or escalating issues to supervisor

Please note that these are specific responsibilities. Your job may include a number of other tasks as well, as Breakthrough programs thrive on flexibility, creativity, and a willingness to pitch in!

YOUR BACKGROUND AND QUALIFICATIONS

- Ability to maintain a high level of accuracy in all work; attention to detail
- Strong communicator (both oral and written)
- Organized individual who is able to manage both short-term and long-term projects
- Ability to make decisions independently combined with ability to work collaboratively
- Capability to thrive and take initiative in a success-driven environment with a commitment to high standards of excellence, responsibility, and accountability
- Demonstrated passion for the mission, vision, and values of BTGB; comfort and willingness to actively participate in the community
- Experience working with youth
- Experience in educational settings a plus
- Bachelor's degree or equivalent experience preferred

LOGISTICS

This role takes place at one of our three sites in Boston, Cambridge, and Somerville. At each site, the Program Fellow workspace will be in a busy, open office area with the permanent staff. Programming **does not** take place at our central office in Kendall Square.

Locations:

- Boston: New Mission High School (Hyde Park, Boston)
- Cambridge: Cambridge Rindge and Latin School (459 Broadway, Cambridge)
- Somerville: John F. Kennedy School (15 Cherry Street, Somerville)

Summer Program Hours:

- Student Hours: Monday through Friday 8:15-3pm
- Program Fellow Hours: Monday through Friday from 7:45AM to 4:45pm
 - 30-minute lunch and two 15-minute breaks

Dates: Below are the expected dates of Summer programming for the Program Fellow role. Additional commitment dates are subject and are still being confirmed.

★ Program Fellow Orientation: June 13th-14th*

- ★ Teaching Fellow Orientation: June 17th–July 3rd*
- ★ Summer Program Dates: July 8th–August 9th
- ★ Evaluation Week & School Clean-up: August 12th–16th

★ Additional commitments:

- CPR/First Aid Training (Saturday 6/22)
- Summer Kickoff (one night during the week of 6/25 4–8pm)
- Family Night (one night during the week of 7/22)
- Celebration (evening of 8/9 or Saturday 8/10)

*During Pre-Summer, hours will be mutually decided upon between the Program Fellow and Senior Director of Student Services.

COMPENSATION

The Program Fellow is a paid position. The hourly rate is \$25/hour for college graduates and \$18/hour for undergraduates. Lunch and break times are unpaid.

HOW TO JOIN OUR TEAM

Apply by sending your resume to jobs@btgbmail.org with subject title “Program Fellow” and completing the [Summer 2024 Program Fellow Application](#).

We are reviewing applications on a rolling basis and will begin to fill positions as early as April, so it is best to submit your application as soon as possible.

For more information, please visit www.breakthroughgreaterboston.org.

Candidates for employment and employees are considered without regard to race, religion, color, sex, sexual orientation, national origin, disability, citizenship, military status, gender identity, genetic disposition or carrier status, marital status, or any other characteristic protected by federal, state, or local law.

Thank you for your interest in Breakthrough Greater Boston!