



New Bedford Whaling Museum Apprenticeship Program Summer Program Associate

OVERVIEW

[The New Bedford Whaling Museum High School Apprenticeship Program](#) provides low income, academically motivated 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, beginning the summer before a student's sophomore year and continuing through high school graduation. This summer we are hiring a temporary Program Associate to work closely with the Manager to assist in facilitating the summer program while working directly with apprentices who are in grades 10 -12. Some of the responsibilities of the Program Associate include:

RESPONSIBILITIES

- Work closely with the Manager to plan and organize trips, activities, and workshops for apprentices 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
- Facilitate team-building activities
- Be an active presence at all apprentice related museum and community events including Party for the Ocean, Free Fun Friday, and the annual Gala.
- Assist the Manager in gathering the end of summer evaluations, student feedback forms and other program documentation as needed
- Perform administrative tasks related to the aforementioned responsibilities

QUALIFICATIONS

The ideal candidate for this temporary position is a current educator, experienced student or graduate student studying education, youth development, or other field related to direct service with and for youth populations, particularly high school students. They should have a strong desire to work collaboratively to create and maintain youth-centered programs. They should be excited about leading activities 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 as needed

EXPECTATIONS/COMPENSATION

The Program Associate will report directly to the Manager of Young Adult Programs and must be available for planning meetings starting June 1. The Program Associate's regular schedule will start July 1st and will typically be Monday - Thursday 10:00 am - 4:00 pm, with an occasional weekend or evening museum event. The Program Associate will earn \$15/hour paid bi-weekly. The summer program ends on Friday, August 16th.

HOW TO APPLY

Interested candidates should send their cover letter and resume as attachments to Tiffany Henriksen, Manager of Young Adult Programs at thenriksen@whalingmuseum.org by March 31, 2019.