



Summer Program 2013

Positions to be filled for MACHo Summer 2013 Program: ***Please indicate which positions you are interested in on the MACHo Application***

Teaching/ Mentor Positions:

Title: Nutrition teacher

Description: *Go over lesson plan prior to weekly sessions. Work closely with TA's to develop any curriculum additions / activities that you would like to use at the session. Upload all materials/worksheets to Dropbox. Request any supplies needed from the site coordinator. Must attend all weekly lessons. Sessions will be approximately 4 hours long each week. All teachers and TA's must fill out feedback forms each week.*

Average number of hours: **16-18 hours/week** : Mon, Tue, Thurs, Fri

Report to: Site manager and teaching director

Title: Fitness/Anatomy/Physiology (FAP) teacher

Description: *Go over lesson plan prior to weekly sessions. Work closely with TA's to develop any curriculum additions / activities that you would like to use at the session. Upload all materials/worksheets to Dropbox. Request any supplies needed from the site coordinator. Must attend all weekly lessons. Sessions will be approximately 4 hours long each week. All teachers and TA's must fill out feedback forms each week.*

Average number of hours: **16-18 hours/week** Mon, Tue, Thurs, Fri

Report to: Site and teaching director

Title: Exercise teacher

Description: *Lead exercise sessions at sites, incorporate lessons into the exercise curriculum. Work with the exercise curriculum coordinator.*

Average number of hours: **6 hours/week** Mon, Tue, Thurs, Fri. Lesser time commitments can be discussed further with summer program directors.

Report to: Exercise curriculum coordinator

Title: Teaching assistants

Description: *Teaching assistants for nutrition & FAP will be needed at additional sites. TA's work closely with the teachers to develop the curriculum and activities for the class. Must fill out feedback forms and attend all weekly sessions.*

Average number of hours: **8-9 hours/ week** Mon & Tue, OR Thurs & Fri

Report to: Teachers & Curriculum Coordinator, Teaching Director

*Please indicate if you have a preference for FAP, nutrition, or either

Title: Mentors

Description: *Work one on one with kids discussing issues such as self-efficacy, balance, implementing healthy habits. Other skills which both mentors and mentees aim to improve upon include public speaking, interpersonal skills, et al. Mentors attend Saturday Sessions.*

Average number of hours: **4 hours / week**

Report to: Saturday Session Site Coordinator

Administrative positions:

Title: Hunter Site Coordinator

Description: *Attend Hunter nutrition and fitness/anatomy/physiology sessions on Monday, Tuesday, Thursday and Friday from approximately 9:30 am to 2:15 pm. Responsible for contacting Red Rabbit (our food services company) & arranging delivery/pick up plans, bringing supplies for lessons to the site, data collection, and maintaining and updating site folders. Responsible for organizing teachers and teaching assistants and making sure things run smoothly at the Hunter site.*

Average number of hours: **18-20 hours/week** Mon, Tue, Thur, Fri

Report to: Operations, indirectly to external relations

Requirements: *EMT CERTIFICATION required*

Title: Hunter Saturday Sessions Mentor Coordinator

Description: *Focus on building continuity of Personal Development curriculum with the weekday program curriculum. Coordinator must be available to attend some of the weekday sessions and to work closely with curriculum development team. Must attend Saturday sessions.*

Average number of hours: **5 hours/week**

Report to: Curriculum Team Leaders

Title: General Curriculum Coordinator

Description: *Communicate with teachers, be available to respond to questions/concerns about lessons. Communicate with site coordinator to ensure all materials needed for each lesson are gathered.*

Average number of hours: **2-3 hours/week**

Report to: Curriculum Team Leaders

Title: Personal Development Curriculum Coordinator

Description: *Develop Personal Development curriculum, tailored to adolescents, to include a number of issues such as self-worth, balance, forming habits, etc., with an emphasis on health and well-being. Working closely with curriculum team to integrate mentor session topics with*

after-school programming/curriculum.

Qualifications: background in child psychology, adolescent counseling, or child/school health clinic work is preferred.

Average Number of hours: varies, roughly **5 hours/week**

Report to: Curriculum Team Leaders

Title: Exercise Curriculum Coordinator

Description: *Create exercise curriculum, train exercise teachers at all sites. Attend exercise sessions at Hunter & Boys Club. Work with curriculum team leaders to integrate curriculum and exercise.*

Average number of hours: **5 hours/week**

Report to: Curriculum team leaders

Title: Marketing Intern

Description: *Develop new promotional brochures and ideas for products for the Summer (and future terms). Document the program at its various sites through photography, videography and writing up reports through interviewing volunteers, participants, observing classes, field trips, etc.*

Average Number of hours: varies, roughly **3 hours/week**

Report to: IT, Marketing and Communication Team Leaders

Title: Newsletter Editor

Description: *Complete first round of edits in monthly e-newsletter.*

Average Number of hours: varies, roughly **3 hours/week**

Report to: IT, Marketing and Communication Team Leaders

Please submit a writing sample.

Title: Family Newsletter Coordinator

Description: *Design and direct production of bi-monthly family newsletters. Coordinate content input from various stakeholders in organization including participants, parents, volunteers, advisors and program partners. Attend some sessions to gather input from participants for newsletter. Coordinate with our partner RedRabbit to include a recipe in each newsletter. Coordinate printing and mailing of newsletters. Maintenance of database with list of family newsletter recipients.*

Requirements: Written and spoken fluency in English & Spanish. Please submit a writing sample.

Average Number of hours: **4-5 hours/week**

Report to: Family Engagement Team Leader

Title: Social Media Associate

Description: *Supplement Social Media Coordinator's work to ensure dynamic and vibrant online community consistent with MACHO's message and brand. Together with the Social Media Coordinator will post regularly (at least weekly) on both facebook and twitter. Come up with ways to encourage interactive online social presence. Promote MACHO ideals and create strong online presence in a variety of integrated platforms.*

Average Number of hours: varies, roughly **3 hours/week**

Report to: Social Media Coordinator

Title: Technology Solutions Manager

Description: *Researches and advises on technological solutions to any organizational needs (e.g. online document storage/sharing, scheduling/volunteer tracking, etc.). Helps maintain any programs or systems selected, including regular file clean-up and archiving of important records.*

Average Number of hours: varies, roughly **3 hours/week**

Report to: IT, Marketing and Communication Team Leaders

Title: Special Events Coordinator

Description: *Plan and organize field trips for every Wednesday and act as lead chaperone. Play key role of coordinating special events including but not limited to June picnic, Six Flags trip in August, program retreat, speaker series, sponsored and co-hosting events and conference planning.*

Average number of hours: **varies, depending on event. Summer long commitment required.**

Report to: Secretary

Title: Community Engagement & Outreach Intern

Description: *Work with Community Engagement and Outreach Team at outreach events, with community networking activities and in preparing for the Youth Community Leadership Program September 2012 kick-off. Organize a comprehensive list of community partners. Act as a liaison within the community, attending events, meeting with community partners, and building community connections. Preference for this position will be given to applicants who speak Spanish.*

Average number of hours: **7-10 hours/week**

Title: Family Engagement Intern

Description: *Work with the Family Engagement Team to connect with participant families, lead parent sessions and develop an updated parent Curriculum for the Fall and Spring. Coordinate contact with families and ensure effective communication Preference for this position will be given to applicants who speak Spanish.*

Average number of hours: **7-10 hours/week**