About the GO Project
The GO Project’s vision is to close the opportunity gap for all under-resourced families who have children that are struggling in their New York City public school. By providing access to coordinated, comprehensive, and effective programs, GO supports families in ensuring their child’s success in school, at home, and in life.

Founded in 1968, the GO Project has a long history of serving public school children that are struggling academically. The GO Project currently serves 722 students in grades K-8 through our summer (GO Summer) and school year program (GO School). Unique to the GO Project model is the partnership we have developed with independent schools in Lower Manhattan and Brooklyn. These schools donate space and resources to the GO Project to enable us to operate our programs in a cost efficient manner. Current independent school and host site partners include Grace Church, Grace Church School, LREI, Avenues: The World School, St. Luke’s, and Berkeley Carroll.

The GO Project was named a semi-finalist for the Nonprofit Excellence Awards, was named one of the most effective summer program models in the United States by the National Summer Learning Association, and was highlighted as an effective out-of-school time program as part of American Graduate Day on PBS. GO was also recognized for its outstanding board leadership as a finalist for the Brooke W. Mahoney Award. Please learn more about our programs and outcomes at www.goprojectnyc.org.

Position Description
The Program Assistant reports directly to and is responsible for supporting the Head Quarters (HQ) Operations leader with day to day campus operations management, administrative and program coordination, and general support of students.

We Expect the Program Assistant to:
● Embrace an organized environment by keeping up with each day’s schedule and activities
● Execute daily routines quickly and accurately by following procedures for your campus
● Keep students safe by ensuring program fidelity
● Foster a positive campus culture by modeling ASPIRE core values

Other Responsibilities could include:
Campus Management
● With the guidance of the HQ Operations lead, manage setup and breakdown of program
● Maintain stock of supplies for programming, including office supplies and classroom/project supplies
● Lead breakfast, lunch, and recess and provide feedback to staff when needed
● Maintain accurate campus documentation, including medical records, incident reports, etc.
● Responsible for collecting accurate daily attendance from all classrooms
● Responsible for completing special projects as assigned by the Head Quarters Operations lead

Programming Coordination
● Organize supply requests and keep a record of orders at your campus
● Ensure orderly arrival and dismissal
● Prepare classes for field trips- fill out transportation cards, hand out water bottles/snacks/folders
Planning and Flexibility Planning
- Ability to anticipate scheduling changes, staff changes, etc.
- Ability to adjust logistically upon changes
- Ability to support Program Manager of Instruction in coordinating trips and activities

Program Dates and Training:
All dates and trainings are mandatory. Please note that absences are extremely disruptive to the learning process, so ensure you are able to attend all program days. All trainings are mandatory and cannot be rescheduled.

Staff training will be held the week before program begins. Possible dates are Tuesday 6/30, Wednesday 7/1, and Thursday 7/2. You will likely need to attend three of those days from 9-5pm. The specific dates will be confirmed closer to the start of GO Summer. There is also an opportunity to work an additional 5 hours post-program. Details to follow upon hire.

Program Assistant Schedule:  Monday, July 6 – Friday, August 7  
Exact hours TBD (expect ~7:45 - 4:45pm)  
1 hour unpaid lunch/break

*Team members new to GO must attend a 90 minute New Employee Orientation before the program.

Qualifications
- Positive, strengths-based communication style.
- Experience working with groups of children ages 5 to 10 (elementary school) or 11 - 14 (middle school).
- Flexible- able to move with changes
- Must be available on all of the GO Summer days without any prior scheduled commitments during the hours of training or program operation.

The ideal candidate is also able to clearly demonstrate GO Project Core Values:
- **Achievement.** We work together to create opportunities to unlock the potential in ourselves and in others.
- **Support Diversity.** We value the different backgrounds, talents, perspectives, and experiences of our diverse community.
- **Participate & Innovate.** We are actively engaged in the relentless pursuit of the organization’s mission.
- **Integrity.** We adhere to the highest standards of ethics, professionalism, and mutual respect amongst our community.
- **Responsibility.** We take accountability for ourselves, our decisions, and the people and programs that we oversee.
- **Effort & Enthusiasm.** We commit to a conscious exertion of hard work with strong excitement and motivation.

Compensation
GO Summer Program Assistant compensation is **$15 per hour.**

How to Apply
If you are interested in applying for this position, please fill out the [Summer 2020 Program Assistant Application](https://forms.gle/dtrjiwmpYNJQfD1C9) (linked). If for some reason the link isn’t working please copy and paste this link ([https://forms.gle/dtrjiwmpYNJQfD1C9](https://forms.gle/dtrjiwmpYNJQfD1C9)) into your web browser. Only qualified candidates will be contacted.