



VOLUNTEER JOB DESCRIPTION: Summer Program Station Leader

Organization Mission

Belong!'s mission is to demonstrate God's love in action by providing or facilitating access to services that empower and equip the underserved in our community through education, community engagement and other essential services. Over the summer, we run 3 weeks of game-based Academic and Enrichment programs, helping kids enjoy math, science, writing, art, drama, and reading in a fun and creative environment.

Job Summary

Summer Program Station Leaders will help run one of six stations (math, reading, art, drama, science, or writing) for rising 1st through 7th graders in a weekday program. Each day, they will receive six groups of 6-10 students per day, from 9:15 am to 2:15 pm. Before the program starts, Belong! will provide play-based, theme-aligned lesson plans and materials; station leaders are responsible for reviewing materials and coming prepared to implement the activities with each age group and are encouraged to add on or adjust as they wish. Station leaders will have at least one assistant at all times to help clean up and set up for each new group. When possible, there will be two station leaders at the reading, math, and writing stations in order to facilitate small group teaching.

Schedule:

Monday - Friday 9:00-2:30 (stations begin at 9:15; last station ends at 2:15)

Duties and Responsibilities:

- Prepare, organize and lead station activities, making age-appropriate adjustments to activities as needed;
- Create a safe, welcoming and fun environment for students at your station;
- Encourage participation by all students;
- Show energy and enthusiasm for working with children;
- Be a positive role model by listening and modeling good behavior;
- Solicit help from group guides, as needed, and encourage group guides to resist the temptation to do activities for their students;
- If applicable, supervise students on field trips, remaining with assigned students at all times;
- Help set up and clean up your station each day;

Requirements:

- Minimum age 18 and older
- Arrive and depart on time. Ideally, Station Leaders are available Monday-Friday for the full length of each program day.
- Follow our safety and policy procedures, including wearing masks at all times while indoors.

- Wear your Belong! t-shirt so you can easily be identified as a leader.
- Complete a volunteer application and provide 3 references, and attend Belong's volunteer orientation prior to summer programming.
- Use phones only when needed for work with students (for example, in emergencies, to set a timer, or to look something up for students);
- Adults 18 and older must complete a background check.

Benefits:

- Opportunity to interact with fascinating and diverse elementary school age children and to transform lives
- Lunch and snacks provided
- Work experience
- Community service hours

Time Commitment:

Monday - Friday 9:00 am - 2:30 pm. Station Leaders must also attend a volunteer orientation prior to the start of our program.

Evaluation:

Evaluation is a two-way street. We will provide feedback during your experience, and we encourage you to do the same.

Thank you for being a part of our team! We couldn't do it without you.

Application:

Summer Program Station Leaders report to the Education Program Manager, [Laura Kolhoff](#). All volunteers must complete an [application](#) and be vetted prior to the start of the program.