

Junior Program Assistant Job Description

Overview:

Save the Harbor is a dynamic and successful nonprofit Boston Harbor advocacy organization made up of thousands of people from across the region. Save the Harbor led the effort to create the Boston Harbor Islands National Park and transformed South Boston's beaches into the cleanest urban beaches in the United States. None of this would be possible without dedicated community members, partners, full- and part-time staff, and interns.

Save the Harbor/Save the Bay is seeking high school aged youth to be a part of our Youth Jobs & Leadership Program. This position is for a self-motivated individual with experience working in a team environment, has leadership skills, and completing projects in group settings. Under the direction of the Program Director, Lead Teacher, Senior Harbor Educators and Lead Harbor Explorers, Junior Program Advisors will support the daily operations and enrichment for our summer programming.

Responsibilities:

Important responsibilities and duties may include, but are not limited to, the following:

- Be a contributor to a positive team dynamic and work environment that is conducive to leadership development, peer-to-peer mentorship, and is a safe space for all involved
- Work outside five days a week at various waterfront partner sites interacting with the Boston Harbor and educating youth about the marine environment
- Be willing to learn and participate in Harbor based activities like fishing, touch tanks, kayaking, beach games, and swimming
- Engage with our STEAM and Humanities-based Boston Harbor Curriculum to work with youth to share knowledge of Boston Harbor and the Boston Harbor Islands
- Work with your peers in order to execute the setup, administration, and cleanup of STEAM activities
- Learn and apply site-specific information and history about your weekly sites
- Complete weekly blog posts and complete a culminating summer project on an environmental topic of your choosing
- Participate in weekly all staff meetings to communicate logistics and feedback from partner sites regarding daily programming
- Engage with the public while tabling with hands on activities at various Better Beaches programs and events along the region's waterfront
- Evaluate both yourself and the entire youth program with periodic individual check ins with supervisors
- Attend weekly leadership days (field trips, speaker series, etc)

Qualifications:

- Outgoing, enthusiastic, and open to contributing to an engaging team environment
- Flexible, creative, spontaneous, and able to work independently and as part of a team
- Comfortable around water and getting your hands dirty (baiting fishing hooks, handling marine life, and hands-on exploration of the Harbor environment are regular activities)
- An interest in marine biology, environmental science, maritime history, or related field preferred but not required
- Excellent communication skills at it relates to logistics and peer collaboration

Terms of Employment:

- Hours: 25 hours a week M-F roughly 9AM-3PM
- Compensation: \$15/hr
- Full time seasonal: Last week of June through the end of August (Specific dates TBA)
- This is a paid seasonal position without benefits.
- Occasional nights and weekends may be required

This position will be in person five days a week. JPAs will be a part of a team with 4-5 other high school and college aged youth. All programming will take place at sites accessible by the MBTA, and your weekly schedule will be consistent, while sites might change from day to day.

How to Apply:

To apply, please email your resume to Kristen Barry at barry@savetheharbor.org with Junior Program Assistant in the subject line. We strongly encourage applications from folks who are from Boston, people of color, women, and LGBTQ+ individuals to apply.