



JOB TITLE:	CAUSE Program Assist. Team Leader	CLASSIFICATION:	Part-Time
DEPARTMENT:	Community Engagement	REPORTS TO:	Tracey Brooks
PURPOSE:	Under the general direction of the Manager of Youth, STEM, and Community Engagement, the CAUSE Program Assistant Team Leader will be responsible for assisting CAUSE Admin Staff with supervising CAUSE Program Participants (grades 8-12) with the planning and implementing of an off-site summer science program for Camden City youth grades K-8 and assisting with the development and implementation of science trainings, youth development workshops, field excursions, and other program logistics. Assistant Team Leaders work during the entire program year.		
MAJOR DUTIES AND RESPONSIBILITIES			
<ul style="list-style-type: none"> • Assist Administration Staff with science training sessions, tutoring, youth development workshops, and other program logistics during entire program year. • Assist administration staff with the implementation and logistics of the CAUSE Intern (9th-12th grades) and/ or Explorers Program (8th grade). • Help to design and facilitate a science-based curriculum for a summer camp program for urban youth grades K-8. • Assist with supervision of CAUSE program participants (CAUSE Interns and Explorers) during curriculum design and camp implementation. • Responsible for classroom management during camp hours. • Participate in learning excursions/activities designed to increase knowledge and awareness of working with children. • Uphold the expectations and standards of CAUSE Program and CAS. 			
KNOWLEDGE AND ABILITIES REQUIRED:			
<ol style="list-style-type: none"> 1. Biology or related college courses 2. Enthusiasm and boundless energy 3. Professionalism 4. Ability to properly supervise, lead, and mentor CAUSE Interns and Explorers 5. Ability to troubleshoot or solve problems quickly 6. Creativity and imagination 7. Good communication, public speaking, and writing skills 8. A team player 9. Genuinely interested in working with youth and science 10. Responsible, dependable, and flexible 11. Ability to speak Spanish a plus 12. Other duties as assigned by the supervisor 			
PHYSICAL AND MEDICAL REQUIREMENTS:			
<ul style="list-style-type: none"> • Successful completion of pre-employment physical examination and drug screening. • No history of allergy to plants or animals, which may interfere with the candidate's ability to work. • Ability to lift 40 lbs. • Clear Criminal Background Check. 			
Last Updated By:	T. Brooks	Date/Time:	September 15, 2021

TO APPLY: Interested candidates should submit a cover letter, current resume, and 1-2 page typed essay detailing why you feel this is the right position for you - to Deborah Jones, Center for Aquatic Sciences, 1 Riverside Drive, Camden, NJ 08103 or email documents to djones@aquaticsciences.org

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