

Sasaki Foundation



SEED Youth Program Manager

Are you enthusiastic and organized with experience managing educational experiences for young people?

The Summer Exploratory Experience in Design (SEED) program introduces youth to the field of design through a six-week collaborative project. Each week the students meet with design experts to receive guidance on their project, and visit relevant sites and organizations around the city. The Sasaki Foundation is seeking an individual to coordinate SEED program logistics and oversee interns in partnership with teaching assistants, design mentors, and partner organizations. This individual must work effectively both independently and in a team.

This position is expected to run between June 5 and August 25, 2023, with the option to continue part-time into the school year. The rate is \$25/hour. In this position, you would expect to work 37.5 hours per week, weekdays from 9 a.m. to 5 p.m. This is an in-person position based at 110 Chauncy Street in Boston.

Administrative Tasks:

- Collecting and filing intern paperwork as required for grant reports and by law
- Reviewing and approving timesheets
- Scheduling and coordinating field trips and activities in a timely manner
- Preparing teams to participate in field trips
- Communicating with and preparing mentors for planned activities
- Communicating progress of teams and program with project manager

Educational Tasks:

- Planning team-building activities
- Motivating and encouraging teams
- Participating with and engaging interns in field trips, site visits, and outdoor sketching activities
- Providing project and professional feedback to interns
- Dealing with disciplinary issues in a respectful and professional manner
- Communicating workplace expectations to interns

Requirements:

- CPR certified or willingness to become certified
- Graduate student or college senior
- Minimum of 2 years supervising youth
- Experience coordinating field trips and/or hosting team-building activities
- Experience with or academic background in youth development

Apply with the QR below or at sasakifoundation.org. Applications are due no later than **Friday, March 31**.

