The High School Support Initiative (HSSI) connects Stanford students with high school students from local marginalized communities as tutors, mentors and academic supports. The program aims to empower local youth to excel academically, to take advantage of programs offered in their schools and to become advocates for themselves and their families. At the same time, it offers Stanford students the chance to engage in a meaningful educational service experience.

Summer Saturdays at Stanford will be in its second year in summer 2018. This program is for youth from HSSI’s partner high schools with the goals for youth to 1) gain skills for use in school and their future; 2) explore parts of the Bay Area; and 3) make new friends. This is accomplished through full day sessions on Saturdays in the summer, including field trips and workshops and mentoring provided by Stanford student volunteers. Last year, almost 30 youth participated from 3 partner high schools. There is the possibility to grow the program in the coming summer to serve more youth with increased staffing capacity provided by this position.

The HSSI Summer Program Coordinator, supervised by the High School Program Director, will play a support role in implementing the summer program, in close coordination and collaboration with the program director. This involves attending all summer programming youth as well as working closely with the program director to support and build the program, in alignment with the mission and goals of the overall High School Support Initiative.

Roles and Responsibilities
Assisting the High School Program Director in the following areas:

- Designing the summer program which includes:
  - Field trips to local attractions
  - Workshops on college access and other topics of interest
  - Mentoring activities between youth and Stanford student volunteers
- Recruiting Stanford student volunteers who mentor youth through summer program activities. (Last year, we had 10 Stanford student volunteers to train and support.)
- Training and supporting Stanford student volunteers through in-person and online meetings and trainings.
- Managing the application and intake process of high school youth, including:
  - Sending outreach materials to HSSI school partners
  - Processing paper applications with consent forms
  - Communicating with family members to follow up with administrative tasks
- Running Summer Saturdays at Stanford on Saturdays in July and early August (exact schedule to be determined). Saturday will probably run from 8am – 5pm.
- Developing and implementing evaluation tools with youth and Stanford student volunteers to assess areas of program improvement as well as areas of growth for individuals.

Taking the lead in the following areas:

- Coordinating meals, travel, and other logistics for the Saturday sessions. This may include grocery shopping and simple food preparation as well as working with caterers and bus companies and the Haas Center vans.
• Developing and implementing additional supplementary high school student support. This may be in the form of test prep sessions, one on one or small group college access support, and/or resume writing support.
• Other duties may be assigned by program director in relation to the summer program.

Required Commitments
• Weekly 1-2 hour check-in meeting with High School Program Director in spring quarter (April – June 2018) to plan for the summer program.
• Some additional hours of work in the spring quarter to work on outreach and recruitment of Stanford student volunteers and youth participants. This can be done according to one’s own schedule and may add an additional 1-2 hours a week in the spring quarter, with increased workload toward the end of the quarter.
• Schedule during summer to be determined to add up to weekly work hours. Only mandatory days are Saturdays in July and early August.
• 15-20 hours/week in the summer. Flexible start date in June and end date in August, after program end.

Preferred Skills and Qualifications
• Experience developing, managing, and implementing youth programs.
• Experience working with youth, education issues, or in a middle or high school setting.
• Experience leading a team, group, or project.
• Excellent written, verbal, and interpersonal communication skills
• Ability to think creatively and problem solve.
• Interest in education equity issues, working in marginalized communities, working with youth of color. This could be personal interest and/or demonstrated coursework.
• Excellent organization skills, including comfort and facility with Google apps.
• Driver’s license and comfort driving groups of youth and adults in a mini-van.
• Verbal and written fluency in Spanish would be a plus.

Level/ Pay Range
Students are paid on an hourly basis within the established pay range, factoring in experience and skills.

• To apply, please email a cover letter and resume to High School Program Director Sophia Kim at sophiak2@stanford.edu.
• Application deadline is Wednesday, February 28, 2018, and will be reviewed on a rolling basis starting February 12, 2018.