

Summer Program Assistant Director -- Junior Academy at
Mass Academy
Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=255004>

Downloaded On: Jun. 3, 2025 9:30pm

Posted Mar. 28, 2025, set to expire Jul. 3, 2025

Job Title	Summer Program Assistant Director -- Junior Academy at Mass Academy
Department	Mass Academy
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Mar. 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Secondary Education
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Job Description

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JOB TITLE

Summer Program Assistant Director -- Junior Academy at Mass Academy

LOCATION

Worcester

DEPARTMENT NAME

Mass Academy - JM

DIVISION NAME

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Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

Mass Academy seeks an enthusiastic, organized, and proactive summer program Assistant Director to support our Junior Academy summer academic enrichment program.

This is a temporary position.

Dates on campus: June 24 and 25 for training, June 25 and 26 in the evening for family orientation, and July 7 through July 18 for the Junior Academy program.

Program hours: 8:00 AM - 4:00 PM

About the Junior Academy at Mass Academy

The Junior Academy at Mass Academy is a two-week summer program for rising 7th, 8th and 9th grade students from many backgrounds. This day program is designed to provide academic enrichment and support through meaningful learning opportunities so that students will be more confident, curious, and engaged in their learning and realize that science, technology, engineering, and mathematics are not only accessible to them, but they are also rewarding and can open doors for their future. Participating students will receive literacy and math support, engage in hands-on STEM projects, and visit the WPI campus to tour labs and meet researchers.

About Mass Academy

The Massachusetts Academy of Math and Science (Mass Academy) is a tuition-free, co-educational, public school of excellence that enrolls approximately 100 academically accelerated 11th and 12th grade students from Massachusetts. Math and science are emphasized within a comprehensive, interactive academic program. Rigorous junior year classes and senior classes taken at Worcester Polytechnic Institute (WPI) prepare students for college academics before they've graduated from high school.

JOB DESCRIPTION

- Work hours are 9:30 am - 5:30 pm daily
- Supervision of students and camp counselors during program activities
- Assist Junior Academy program directors with tasks as assigned
- Monitor adherence to safety protocols, conduct regular safety checks, and handle emergency

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- situations as needed. Ensure that the program follows all relevant health and safety regulations.
- Assist with scheduling, inventory management, event coordination, and any other logistical tasks necessary for the smooth operation of the program.
 - Plan, facilitate, and supervise after-school programming that blends STEM-related activities with community building and social-emotional engagement
 - Foster a positive, educational, and fun community; emphasize mutual respect and inclusiveness
 - Help gather feedback from staff and participants, and assist with post-program evaluations. Provide input for reports that assess program effectiveness and areas for improvement.
 - Create and maintain a positive learning environment for all students; enforce program rules in a fair and consistent manner
 - Oversee student supervision during the after-school program and parent pick-up
 - Actively participate in Junior Academy team meetings
 - Work collaboratively with other Junior Academy staff, including counselors
 - Effectively communicate with parents, students, and staff
 - Participate in other aspects of the Junior Academy program (eg. morning meeting and team-building activities)
 - Other duties as assigned

REQUIREMENTS

- Qualified candidates will have a background in education or out-of-school programming and demonstrate a passion for supporting all learners through a culturally responsive lens.
- Previous experience in program management, education, or summer camp settings is highly desirable. Experience in supervising and leading teams is a plus.
- Experience with lesson plan development or similar experience required.
- Ability to manage multiple tasks simultaneously in a fast-paced environment.
- Bachelor's degree required.
- MA DESE licensure as an educator or administrator preferred.
- Experience mentoring and/or teaching students from diverse backgrounds preferred.
- Experience working with middle school students preferred.
- Ideal candidates will embody Mass Academy's mission and core values. Ability to work collaboratively required.
- Participate in mandatory training for all staff.
- Positive attitude, responsible work ethic, and ability to collaborate effectively with a team required
- Strong communication skills required
- Ability to work on your feet for long periods of time being very active (4-5 hours). May work events that are outdoor and exposure to heat, rain, and inclement weather.

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- An offer is conditional pending a criminal background check.
- Participate in mandatory training for all staff.

To apply, please submit a cover letter and resume.

FLSA STATUS

United States of America (Non-Exempt)

WPI is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals from all backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Summer-Program-Assistant-Director---Junior-Academy-at-Mass-Academy_R0003123

About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

Diversity & Inclusion at WPI

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

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Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

N/A

Worcester Polytechnic Institute

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