

# Youth Programs Associate, Part-time

**Reports to:** Manager, Youth and Family Programs

**Hours:** Saturday, Sunday; 11:30am–5pm; additional hours, as needed, during holiday breaks, for special events and outreach opportunities.

The Junior Docent Program is an award-winning, after-school youth development and teen leadership program that serves students (Grades 9–12) from public high schools throughout Yonkers. Extending over four years, the Program expands students' knowledge of art, science, and history while strengthening skills in communication, critical thinking, and leadership. Junior Docents attend weekly training sessions led by the Manager, Youth and Family Programs and have the opportunity to work with curators, educators, artists, scientists, and leading professionals in many fields, take trips to other museums in connection with current HRM exhibits, themes, and collections, and use Museum resources to create tours and facilitate art- and science-based projects and demonstrations for peers and families, both onsite and virtually.

The Youth Programs Associate supervises the Junior Docents on weekend days at the Museum, overseeing their facilitation of the Weekend Family Workshops, and reporting to the Manager, Youth and Family Programs. H/she/they provides excellent visitor engagement for participants in public programs, especially the Family Studio Art and Science Projects facilitated by the Junior Docents, and works with visiting artists and presenters who conduct public programs. The Youth Programs Associate will also assist the Manager, Youth and Family Programs on long-term projects, administrative tasks, planning of Junior Docent meetings, programs, and outreach events to increase the visibility of the Museum.

## RESPONSIBILITIES

- Oversee Junior Docents and assign roles in their facilitation of tours and the Family Studio Art and/or Science Workshop projects for Museum visitors, as instructed by the Manager, Youth and Family Programs.
- Observe and record evidence of Junior Docent performance in the Museum's public programming; monitor and track Junior Docent attendance.

- Collect visitor attendance data at Junior Docent-facilitated programs.
- Assist the Education Department with administrative and logistical tasks.
- Monitor Junior Docent behavior ensuring that students are focused and engaged with visitors.
- Distribute and keep inventory of snacks for Junior Docents to ensure a healthy and nutritional supply.
- Facilitate learning strategies and team-building exercises to help Junior Docents develop skills in public engagement.
- Mentor Junior Docents through college readiness guidance, leadership and communication training.
- Attend Arts and Science Project training/s (generally on Wednesday and/or Friday after school), as needed, to ensure that projects are facilitated properly.
- Conduct icebreaker and end-of-day activities with Junior Docents.
- Monitor supply of workshop materials, maintaining organization.
- Ensure all Junior Docents have safely departed the Museum for the day.
- Other tasks as assigned.

## **QUALIFICATIONS**

- Current enrollment as an undergraduate at an accredited college/university, or recent college graduate
- Availability to work weekends
- Junior Docent alumni are encouraged to apply
- Demonstrated ability to supervise and lead high school-age teens
- Excellent organizational skills
- Strong oral and written communication skills
- Ability to speak Spanish a plus
- Proof of full COVID-19 vaccination required

Staff members receive an HRM ID card, which entitles the holder to free admission to numerous museums and cultural institutions.

## **TO APPLY**

Send a resume and cover letter to [employment@hrm.org](mailto:employment@hrm.org). Include “Youth Programs Associate” in the subject line.

## **About the Museum**

Hudson River Museum ([hrm.org](http://hrm.org)) is a preeminent cultural institution in Westchester County and the New York Metropolitan area. Situated on the banks of the Hudson River in Yonkers, New York, the HRM's mission is to engage, inspire, and connect diverse communities through the power of the arts, sciences, and history.

The Museum offers engaging experiences for nearly every age and interest, with an ever-growing collection of American art; dynamic exhibitions that range from notable nineteenth-century paintings to contemporary art installations; Glenview, an 1877 house on the National Register of Historic Places; a state-of-the-art Planetarium; an environmental teaching gallery; and an outdoor Amphitheater. Accredited by the American Association of Museums (AAM), the Museum is dedicated to collecting, preserving, exhibiting, and interpreting these multidisciplinary offerings, which are complemented by an array of public programs that encourage creative expression, collaboration, and artistic and scientific discovery.

HRM provides equal employment opportunities to all employees and applicants for employment without regard to age, creed, actual or perceived race, color, sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, the status of being transgender, national origin, ethnicity, alienage, citizenship status, family status, lawful seizure of income, marital status, disability, military status, veteran status, domestic violence victim status, criminal or arrest record, or predisposing genetic characteristics. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.