

Timbuctoo Institute Summer Program Assistant



Rate: \$650/week (\$16.25/hr), plus meals and lodging

Duration: 11 weeks (June 3rd – August 16th)

Program Description: The Timbuctoo Climate Science and Careers Summer Institute (Timbuctoo Institute) is an intensive educational summer program for high school students. It will serve 3 cohorts of students in sequential 2-week sessions. The Institute provides opportunities for students from systemically marginalized communities and focuses on environmental and social justice issues considered through the lens of climate science.

Brief Description of Duties: Timbuctoo Program Assistants work directly with Lead Program Assistants and Timbuctoo leadership to provide day to day logistical support including preparing and monitoring students, transportation, and facilitating unstructured time at MEC and ESF's Syracuse and Newcomb Campuses for up to 16 program participants during the 3, two-week summer experience. This requires traveling to NYC, Syracuse, and the Adirondacks with the students. Responsibility for nighttime supervision

Required Qualifications:

- Must be enrolled as a full-time student at SUNY-ESF or Medgar Evers College, or a Timbuctoo Alumni (must be at least 18 years old)
- Working with minors will require fingerprinting and criminal history background check in NYSED system

Preferred Qualifications:

- Previous experience working with high-school aged populations including summer camp, outdoor education, community youth program, or other related experience
- Previous experience and work with environmental justice, social justice, and climate science
- Valid NYS/Driver's License, clean driving record, ability to operate 12 passenger vans (training available)

Operational Needs:

- Must be available from June 3rd through August 16th (all staff will have the week of July 4th off)
- The Timbuctoo program will require night and weekend work.
- Ability to perform medium physical and manual labor (*e.g. hiking, paddling, lifting up to 50 pounds*)

To Apply submit a Resume, Two Recommendation Letters (one from a previous employer and one from a teacher or mentor) and Letter of Application stating: (1) Why you are interested in this position (2) How being a part of this program will help you prepare to achieve your career goals (3) What skills and attributes you will bring to the program. Format may be Word or PDF files

Applications and additional questions should be submitted to Paul B. Hai, timbuctooinstitute@esf.edu



For optimum consideration:
Applications should be submitted **by Friday, March 1st**

