



## **JV Flex Position Description: Graduate and Meal Program Support**

**Position Title:** Graduate and Meal Program Support

**Agency:** St. Andrew Nativity School

**Location:** Portland, OR

**Primary Service Category:** Education (K-12 School)

**Other Service Categories:** Teen/At-Risk/Opportunity Youth Services

**About JV Flex:** JV Flex is a program of Jesuit Volunteer Corps (JVC) Northwest, which partners passionate individuals with values-driven organization for a year of service in Portland or Seattle. The JV Flex program offers opportunities in personal growth and formation, along with community-building through monthly meet-ups and two annual retreats with your local cohort of fellow volunteers. Participants of the JV Flex program are also AmeriCorps members, and will receive healthcare, childcare (if needed), a living allowance of \$15,100 and the \$6345 AmeriCorps education award upon completion to use for prior loans or further study.

**About St. Andrew Nativity School:** St. Andrew Nativity School is a tuition-free Catholic, Jesuit middle school serving young people of all faiths from low-income backgrounds and empowering them in their spiritual, intellectual and personal development toward college and career readiness and becoming people for others.

### **Position Description**

Join a dynamic staff of dedicated middle school educators by providing meal program and classroom support. Help 8th grade students apply to high school and support high school students through their transitions. The JV Flex member steps into responsibilities like supporting teachers in hybrid learning, lunch supervision, and meal program support.

### **Duties and Responsibilities**

- Support 8th grade students and high school students in the Graduate Support Program (50%)
- Support lunch and snack preparation (20%)
- Classroom support as teacher aide (20%)
- Prepare the grad support office for the following year and help teachers during summer school (10%)

**Language Requirements:** English

**Education/Experience Requirements:** High School Diploma. Experience working with children, adolescents, and/or families. Ability to communicate professionally and effectively with a diversity of ages, populations, and stakeholders. Self-motivated, takes initiative, and organized. Familiarity with antiracism. Strengths-based and culturally responsive.



### Additional Position Details

#### Physical/Mental Demands:

- Standing for long periods of time during meal prep, lunch, and recess.
- Analyzing and interpreting data as it pertains to Nativity alumni.
- Communicating with parents and the public

#### Technology Use:

- Use of phone, copier, and computer (Microsoft, Google Drive, email, calendars, database, virtual meetings) are required.

**Dress Code/Uniform:** Adults in our building are expected to follow the student dress code which means polo or dress shirt for men and dress, skirt, or slacks for women. Jeans are permitted on "jeans days."

**To apply** for this and other JV Flex positions, please submit an online application at [jvcnorthwest.org/JVFlex](http://jvcnorthwest.org/JVFlex)