



# Program Associate - Summer Program Lead

**Reports to:** Program Manager  
**Salary:** \$19.70 - \$24.60 per hour  
**How to Apply:** Send cover letter & resume to Maija Pratt ([hiring@navigationgames.org](mailto:hiring@navigationgames.org))

## Summary

The Program Associate - Summer Program Lead runs the Cambridge Mayor's Summer Youth Employment Program for Navigation Games. You will plan and manage activities for our teen interns, supervise them as they plan and deliver activities for younger campers and support their workplace skill development and learnings. You will also have the opportunity to learn about and help with program planning and design, as well as other aspects of orienteering programs such as client communications and marketing. The position is a part-time seasonal position with an expectation to work around 25 - 35 hours per week beginning mid-May to the end of August (with flexible start and end dates). The position reports to the Program Manager.

## What is the Cambridge Mayor's Summer Youth Employment Program (MSYEP)?

Between July 7 and August 15, 2025, a group of up to 10 teens will work 20 hours a week with Navigation Games as part of the Cambridge Mayor's Summer Youth Employment Program (MSYEP). The goal of MSYEP is to serve as a young person's first job experience and exposure to the world of work. The program is open to Cambridge residents ages 14 through the summer after completing high school. Participants are paid by the City.

The teens will be taught how to orienteer, how to teach orienteering to urban youth and how to design and deliver camp programming. An [Innovation Grant](#) from Boston Harbor Now will allow the teens to visit the islands at least once every week, to map Georges and Spectacle Island, to design and plan orienteering programming and then to run the programming for youth summer camps.

## Who is Navigation Games?

Navigation Games is a 501(c)3 not-for-profit organization with the mission to develop, share and deliver navigation education for children, engage families and enable access to the sport of orienteering, and promote public health through outdoor exercise. Orienteering is a map navigation sport. We believe orienteering is one of the best ways to not only teach map navigation and provide outdoor physical activity for youth, but also to provide experiences and an environment where they can develop important life skills.

Navigation Games' main focus is implementation of orienteering curricula in schools, often in Physical Education. The portfolio of programs also includes out-of-school programs, school teams, summer programs, corporate events, and events for the general public. Programming also includes professional development and workshops for teachers, coaches and leaders in client organizations.

#### Specifically, Navigation Games

- Teaches children the sport of orienteering through games and fun activities
- Develops lesson plans and materials
- Enables others to deliver orienteering-based education through materials, map-making, educator workshops and consulting
- Raises awareness about the sport in the Boston area and beyond

#### The Position:

The Program Associate's key responsibility is running the MSYEP. You will plan and manage activities for the teens involved, supervise them as they plan and deliver activities for younger campers and support their workplace skill development and learnings. You will also have the opportunity to learn about and help with program planning and design, as well as other aspects of programs such as client communications and marketing. The position reports to the Program Manager.

The position is a part-time seasonal position with an expectation to work around 25 - 35 hours per week beginning mid-May to the end of August (with flexible start and end dates). This position would suit a college student, a teacher, a working parent or individual looking for summer employment.

Navigation Games is currently operating as a hybrid work environment. All staff must be present in our Cambridge office weekly and have access to a remote office environment that allows staff to complete all assigned work tasks remotely. For the MSYEP, the Associate will spend at least 20 hours per week with the teens in the office or at program sites; additional planning, preparation and wrap up work will be needed either in the office or remotely. Programming is delivered in the Greater Boston area, primarily during regular work hours and with some evening / weekend events. Staff are expected to use their own vehicle and be able and willing to drive to program sites.

#### Key Responsibilities:

- Run the Cambridge Mayor's Summer Youth Employment Program for Navigation Games
  - Prepare 6 weeks of activities for the teens, using prior year work plans and documentation. Plan to attend a virtual MSYEP Worksite Supervisor Orientation in June.
  - Run 20 hours per week of supervised work for Cambridge teens for the six week period - plan and manage activities for the teens, supervise the teens as they plan and deliver activities for younger campers, support the teens workplace skill development and learnings

- Update documentation with lessons learned and other feedback, to strengthen and improve the program for 2026
- Administer the Cambridge Mayor's Summer Youth Employment Program for Navigation Games
  - Complete weekly timesheets for all students in a timely fashion
  - Welcome a MSYEP Liaison into Navigation Games space for regular check-ins with teen employees
  - Complete 3 different evaluations for: the MSYEP Liaison (third week), all teen employees (end of program), and MSYEP (post-program)
- Responsible for excellence in execution across all aspects of program delivery
- Run all aspects of programming ("Program Execution")
  - Support the planning for, execution of and documentation of all safety considerations
  - Support the application for any permits and make sure that all permit requirements are adhered to
  - Communicate smoothly, effectively and efficiently with clients and participants
  - Support the coordination and complementarity of activities with local orienteering clubs, especially around use of their maps, and recruitment of volunteers, and avoiding any perceived encroachment in the area of public events
  - Prepare all equipment and materials and ensure that they are correctly utilized by program attendees
  - Use each program as an outreach opportunity to parents and educator networks
  - Execute programming
  - Support the documentation of each aspect of the program execution
- Run all aspects of the programming follow up ("Program Follow up")
  - Capture and analyze feedback
  - Collect all equipment and materials and clean / repair so that they are ready for the next program
  - Identify opportunities for outreach and development of follow-on opportunities
  - Capture client contact information for future use by Navigation Games.
  - Identify possible outreach opportunities for parents and educator networks
- Keep all program-related documentation up-to-date, including:
  - Program database
  - Post-program documentation, staff reflections and client feedback
  - Time sheets detailing hours worked, including the amount of time, the type of work, and information about programs delivered.
  - Planning documents for each program that would enable others to deliver a similar program in the future
- Participate in weekly team meetings and additional check-ins, on an as needed basis

### Qualifications

*These are guidelines. You may not meet every qualification listed or you may bring a valuable perspective and experience we may not have considered. If your skills are transferable and you think you would be a good fit for this role, please apply.*

- Commitment to and interest in the Navigation Games mission
- 1+ year working with young people as an educator or youth development professional, with experience teaching in-school, out-of-school and/ or summer programs
- Strong interpersonal skills with youth, families, and peers that reflect cultural sensitivity, respect for differences, deep listening and clear communication
- Ability and desire to work independently and as part of a team
- Detail-oriented, creative, resourceful, and ready to problem solve
- Committed to ongoing learning and growth as an educator/ youth worker
- Willingness to learn about orienteering
- Readiness to work outside, undeterred by inclement weather
- Ability to move equipment and be on feet for several hours at a time
- Driving license

#### Desired Qualifications

- Experience teaching outdoor education, physical education or orienteering
- Experience in program and activity design
- Experience designing physical education curriculum for youth and adults
- Experience reaching out, cultivating, maintaining and building relationships with potential and existing clients and community partners
- Experience training others to delivery programming

Diversity, equity, and inclusion are among the core principles that define our work, and thus we actively seek to build a team that is inclusive of diverse backgrounds, perspectives and experiences. Navigation Games does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, sexual orientation, gender identity or expression, or citizenship in any of its programs. It is Navigation Games' policy to maintain a safe, educational and engaging work environment free of unlawful discrimination and harassment in any form.

All offers of employment at Navigation Games are contingent upon clear results of a thorough background check.