

# YOUTH SUPERVISOR



**Program:** Community Development

**Reports to:** Neighborhood Programs Manager

**FLSA Classification:** Full time / Non-exempt

**Schedule:** Temporary position; 40 hours/week; June 23 - August 11, 2021

**Compensation:** \$20/hour

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## SUMMARY

The Youth Supervisor will lead a six week virtual job program for a cohort of 10 youth. The program is conducted in partnership with the Baltimore City Mayor's Office of Employment Development (MOED) YouthWorks summer employment program and in collaboration with Southeast Youth Collaborative (SEYC) organizations. The Youth Supervisor will provide group and individual guidance to prepare youth for future professional employment opportunities, including facilitating the Career Choices & Changes curriculum and planning and leading other civic-minded enrichment activities.

## SUPERVISOR DUTIES

- Guide a group of 10 YouthWorkers through self-assessments to create an individual career plan.
- Plan daily work and enrichment activities, ensuring that youth have appropriate technology and/or materials.
- Conduct daily video conferences with youth, assign them individual and group work tasks, and track their progress.
- Support youth to develop professional resumes and cover letters, identify other employment opportunities, and assist them in the completion of job applications and interviews where possible.
- Collaborate with other SEYC Supervisors throughout the summer.
- Collect and submit all attendance, paperwork, assessments, and other documents in accordance with SEYC, MOED, and other grant data collection standards to the Program Manager.
- Other duties as assigned.

## QUALIFICATIONS

- Experience leading groups of youth in traditional and/or non-traditional settings.
- A minimum of two years of post-secondary education studying a related subject; Bachelor's Degree is preferred.
- Experience planning and implementing programs or projects.
- Excellent verbal and written communication skills.
- Experience in the use of Microsoft Office (Excel, Outlook, PowerPoint, and Word), Google Docs, as well as video conferencing software such as Zoom, Google Meet, etc.
- Driver's license or MD State ID.
- Pass a background check to work with minors.

## EMPLOYMENT STANDARDS

This position reports to the Neighborhood Programs Manager, working independently under general direction and is expected to exercise considerable initiative, discretion, and judgment in executing the functions of the job. The Youth Supervisor may have access to confidential and sensitive material and is expected to maintain privacy. Excellent interpersonal, organizational, and communication skills are necessary. Employees must be creative in resolving challenges and have the capability to know when to seek assistance from their coworkers or supervisor. Employees should be comfortable among a culturally diverse community.

## HOW TO APPLY

Send a cover letter, three professional references, and resume to [andy@southeastcdc.org](mailto:andy@southeastcdc.org) by Friday, April 30 at 5pm.