

SOUTHEAST COMMUNITY DEVELOPMENT CORPORATION

Job Title: YouthWorks Crew Supervisor

Program: Community Development

Report to: Neighborhood Programs Manager

FLSA Classification: PT / Non-exempt

SUMMARY:

In partnership with the Mayor's YouthWorks program and several non-profits in Southeast Baltimore, the Southeast CDC provides neighborhood youth with community-based work experience, job and life skills training and community engagement experience in the summer months to prepare them for future employment.

This Summer Employment Program is a part of the Southeast Youth Collaborative, a group of nine organizations that provides meaningful work experiences in partnership with the Mayor's Office of Employment Development's YouthWorks program, employment training, enrichment, and community engagement for older youth living in Southeast Baltimore.

The Crew Supervisor's role is to manage a group of 10 YouthWorkers in a clear, respectful, and positive manner. The Supervisor will also thoughtfully plan, implement, and oversee a variety of projects with youth in the Greater Highlandtown area.

SUPERVISOR DUTIES:

- Survey neighborhood green spaces, gardens, parks and the surrounding areas for potential improvement projects (such as tree mulching, removing weeds from sidewalks, etc.)
- Plan daily work activities, ensure appropriate equipment and supplies are available
- Supervise youth while performing projects
- Work in tandem with staff from the Healthy Harbor Initiative, Southeast Youth Jobs Collaborative and the Southeast CDC to plan, implement and evaluate projects
- Inventory tools and equipment used on projects
- Participate in administering the job and life skills curriculum, enrichment and field trips
- Coordinate community volunteer opportunities with youth crew
- Collect daily attendance and other pre- and post-program survey data from the YouthWorkers
- Compose reports on activities performed over the summer

EMPLOYMENT STANDARDS

Excellent interpersonal, organizational and communication skills are necessary. Employees must have the ability to maintain confidentiality, manage competing priorities, maintain a positive attitude and project a professional image to internal and external contacts.

Employees must be self-directed, anticipating opportunities and challenges before they arise and proactively tackling those issues with minimal supervision. Employees must be energetic and possess the ability to work independently and comfortably among diverse communities. Employees may have access to confidential and sensitive material and is expected to maintain confidentiality, resolve problems, make decisions and have the capability to know when to seek assistance.

Job Description: Neighborhood Programs Project Manager

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.

QUALIFICATIONS

Required:

- Experience leading youth in traditional or non-traditional settings
- Bachelors preferred, but a minimum of 2 years of post-secondary education studying a related subject is accepted.
- 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) is necessary
- Driver's license or MD State ID.
- Pass a background check in order to work with minors.

COMPENSATION:

The position is temporary but full-time at 40 hours per week for 8 weeks. It begins on June 12, 2017 and ends on August 4, 2017. The position pays \$15/hour.

HOW TO APPLY:

Send a brief email and resume to andy@southeastcdc.org