

YOUTH SUPERVISOR



Program: Community Development

Reports to: Neighborhood Programs Manager

FLSA Classification: Full time / Non-exempt

Schedule: Temporary position; 37.5 hours/week; July 1st - August 19th, 2024

Compensation: \$25-30/hour

SUMMARY

The Youth Supervisor will lead a five-week job experience program for a cohort of 10 youth at one of our three community schools (Tench Tilghman EMS, Highlandtown 237 EMS, John Ruhrah EMS). The program is conducted in partnership with the Baltimore City Mayor's Office of Employment Development (MOED) YouthWorks summer youth 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 a career path curriculum, financial literacy, school and neighborhood-based beautification projects, 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, field trips, and projects ensuring that youth have appropriate technology and/or materials.
- 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) and Google Docs.
- Capability to know when to seek assistance from their coworkers or supervisor.
- Employees should be comfortable among a culturally diverse community.
- Work independently under general direction, exercising considerable initiative, discretion, and judgment in executing the functions of the job.
- Driver's license or MD State ID.
- Pass a background check to work with minors.

COVID CONSIDERATIONS

- Southeast CDC has a COVID policy that regulates quarantine/testing in the case of exposure, symptoms, or a positive test.
- All Southeast CDC employees and new hires are required to be vaccinated against COVID-19 as a condition of employment. All vaccinated employees are required to show proof of vaccination to include the date(s) and type of vaccine. No explanations or other personal health information will be requested or reviewed. New hires must be vaccinated against COVID-19, and its variants, prior to the

first day of work at Southeast CDC. If a candidate is unable or unwilling to become vaccinated, the offer of employment can be rescinded.

EQUIPMENT REQUIRED

The Manager is expected to use their own cell phone and laptop; Southeast CDC will reimburse cell phone usage at \$25/month.

HOW TO APPLY

Send a cover letter, three professional references, and resume to andy@southeastcdc.org by Friday, May 3rd at 5pm.