

Baltimore Summer Collaborative 2016

Job Descriptions

Assistant Director

Stipend: \$3,900.00 (7 weeks. 30 hours per week)

Dates: June 6 – August 12, 2016

Reports to: Program Director

Number of Positions Available: 1

VALUES AND SHARED EXPECTATIONS

Act as a representative of the organization and demonstrate its goals in a positive and professional manner to all. Demonstrate professionalism and accountability. Take initiative to analyze and solve problems, treat others with courtesy and respect, respond to customer needs, and maintain high ethical standards, integrity and confidentiality.

Qualifications

- 5+ years working with disconnected youth populations (16- 24 years of age)
- 5+ years supervising staffs of 50 or more individuals
- Strong written and verbal communication skills
- Proven experience as a quality trainer
- Supervision and skill development experience
- Extremely organized
- Ability to function under limited supervision
- High degree of self-motivation and direction
- Works well in a team
- Access to transportation to and from 20 worksites

All program staff hired with funding from the 2016 Baltimore Summer Collaborative must complete a criminal background check.

Overview of Position

The Assistant Director will work on the administrative side of programs and manage the day-to-day functions. The Assistant Director will provide oversight of up to 65 YouthWorkers enrolled in the Baltimore Summer Collaborative Program, a partnership between YouthWorks, CUPs

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Coffeehouse and Hollins Placemakers and the Baltimore Summer Collaborative . Additionally, the Assistant Director will coordinate and oversee the activities of the Program Leads and Worksite Supervisors. The Assistant Director will ensure that all guidelines set by the Baltimore Summer Collaborative are established and followed, including meeting all reporting deadlines. This position requires at least 30 hours per week, Monday-Thursday and Friday staff meetings. The Assistant Director will report directly to the Program Director(s).

Specific Responsibilities:

- Attend all planning meetings.
- Plan, organize and implement the YouthWorks Orientation day on June 27th, in conjunction with YouthWorks Co-Directors.
- Attend and assist in the development of planning meetings, weekly staff meetings and post program meetings.
- Work with the Worksite Supervisors to ensure the YouthWorks procedures are adhered to for payroll, breaks, paychecks, and paperwork.
- Work with the Co-Directors and Worksite Supervisors to assign YouthWorkers to community partners.
- Oversee the Worksite Supervisors and ensure the YouthWorkers and Community Partners are involved in a productive and beneficial relationship.
- Work with Program Leads to ensure adherence to project budgets.
- Field and maintain all communication with YouthWorkers' parents and guardians and alert co-directors if assistance is needed.
- Handle YouthWorkers disciplinary issues, problems or concerns.
- Assist in the planning and implementation of the program celebration.
- Supervise and monitor a staff of up to 75
- Assist Program Director with pre-summer and ongoing training for all staff
- Communicate with parents, community partners, and other outside liaisons prior to and throughout the summer
- Monitor the health and safety of all campers and staff
- Manage overall program content and structure

To apply for this position, please send a cover letter and resume to SouthwestSummerWorks@gmail.com attention Holly Gray.

Worksite Supervisor

Stipend: \$1,950.00 (7 weeks. 20 hours per week)

Dates: This position is a seasonal position from June 20 – August 12, 2016 (start and end dates are flexible).

Reports to: Assistant Director

Number of Positions Available: 2

VALUES AND SHARED EXPECTATIONS

Act as a representative of the organization and demonstrate its goals in a positive and professional manner to all. Demonstrate professionalism and accountability. Take initiative to analyze and solve problems, treat others with courtesy and respect, respond to customer needs, and maintain high ethical standards, integrity and confidentiality.

Qualifications

- 2+ years working with disconnected youth populations (16- 24 years of age)
- Strong written and verbal communication skills
- Proven experience as a quality trainer
- Supervision and skill development experience
- Extremely organized
- Ability to function under limited supervision
- Works well in a team
- Access to transportation to and from 20 worksites

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Overview of Position

Worksite Coordinators will assist both youth interns and job site supervisors have a successful working relationship. Worksite Coordinators will assist youth in learning and accurately carrying out job duties. Worksite Coordinators provide one-on-one training tailored to the needs of the youth intern. The Worksite Coordinator may first do a job analysis to identify the job duties, followed by developing a specific plan as to how they can best train the employee to

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work more and more on his/her own until completely self-sufficient and able to perform job duties accurately and effectively without assistance. Worksite Coordinators can also work with employers to explore unmet business needs so that jobs can be developed or customized.

Responsibilities

- Maintain positive relationships with the On the Job Trainers/Supervisors at up to 10 sites
- Visit a minimum of 3 sites per day
- Identify areas of praise and areas needing improvement for each youth interns
- Establish plans for improvement with youth interns as necessary
- Compile all required time and attendance logs
- Complete and turn in accurate, organized, and legible reports to the Administrative Assistant each week according to reporting deadlines
- Make adjustments to youth intern's worksite placement, if necessary

To apply for this position, please send a cover letter and resume to SouthwestSummerWorks@gmail.com attention Holly Gray.

Food Services Manager

Stipend: \$3,300 (7 weeks, 20 hours per week)

Dates: This position is a seasonal position from June 20 – August 12, 2016 (start and end dates are flexible).

REPORTS TO: Program Director

Number of Positions Available: 1

VALUES AND SHARED EXPECTATIONS

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JOB PURPOSE

The Summer Collaborative Food Services Manager supervises and oversees all aspects and operations of the kitchen. Under the direction of the Program Director, the FSM ensures proper nutrition and food quality, and that all health and safety standards are met. The FSM creates a learning environment and is committed to the professional growth of each member of the kitchen staff. The FSM establishes and maintains a supportive, fun and safe work environment for all kitchen employees.

Qualifications:

- Experience in large-scale food preparation and kitchen management
- General knowledge of commercial kitchen and required operations
- Professional cooking experience
- Proven experience as a quality trainer
- Supervision and skill development experience
- Extremely organized
- Ability to function under limited supervision
- Works well in a team

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General Functions

- Oversee the Summer Collaborative Kitchen, which serves up to 75 people, three meals per day
- Oversee menu planning for all programs to ensure variety, nutrition and food group balance
- Manage inventory, order all food and oversee quality and food
- Oversee food preparation and service which engenders satisfied staff and clients
- Oversee kitchen cleanliness, food storage and overall organization of the kitchen
- Ensure that health and safety regulations as set by the Baltimore City Health Department are being followed and enforced
- Train and supervise the kitchen interns
- Evaluate staff and interns through observation, informal and formal check-ins, and evaluations
- Create all staff and interns work schedules for the Summer Collaborative program
- Plan and co-facilitate weekly meetings with kitchen staff and supervisory team as needed
- Solve problems that arise regarding any aspect of foodservice
- Work with the Program Manager to stay within the foodservice budget
- Maintain all relevant vendor accounts and relationships
- Serve on the Summer Collaborative management team acting as the liaison between the kitchen, program participants, and the directors

Physical Requirements/Environmental Conditions

- Requires physical exertion to manually move, lift, carry, pull or push objects or materials that often exceed 50 lbs.
- Requires stooping, bending and reaching
- Must be able to work in a noisy and crowded work environment

To apply for this position, please send a cover letter and resume to SouthwestSummerWorks@gmail.com attention Holly Gray.

Program Lead: Enrichment Courses

Stipend: \$1,200 (7 weeks. 12 hours per week)

Dates: This position is a seasonal position from June 20 – August 12, 2016 (start and end dates are flexible).

REPORTS TO: Assistant Director

Number of Positions Available: 1

VALUES AND SHARED EXPECTATIONS

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Responsibilities

- Plan activities that give youth interns the opportunity to participate in activities that are both recreational and educational
- Facilitate activities that youth interns a sense of accomplishment that comes from mastering techniques and completing project
- Use group management skills to engage all youth interns in weekly Enrichment Classes
- Enrichment activities consist of Workforce Development, College Readiness, Financial Literacy, Creative Writing, Exercise & Nutrition and more
- Facilitate and or lead group discussions
- Identify subjects important to youth interns
- Coordinate volunteers to lead weekly Enrichment Courses
- Gather and track data required by the Baltimore Summer Collaborative and CUPs Coffeehouse.
- Prepare reports as required

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- Maintain the Enrichment Course budget, keeping accurate record of expenses and receipts
- Coordinate with the Administrative Assistant on purchasing needs

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Program Lead: Community Engagement

Stipend: \$1,500 (7 weeks, 15 hours per week)

Dates: This position is a seasonal position from June 20 – August 12, 2016 (start and end dates are flexible).

REPORTS TO: Assistant Director

Number of Positions Available: 2

VALUES AND SHARED EXPECTATIONS

Act as a representative of the organization and demonstrate its goals in a positive and professional manner to all. Demonstrate professionalism and accountability. Take initiative to analyze and solve problems, treat others with courtesy and respect, respond to customer needs, and maintain high ethical standards, integrity and confidentiality.

Qualifications

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Responsibilities

Identify and secure community service sites for summer community engagement projects. Plan, organize, and coordinate the activities of the Summer YouthWorkers community service activities. Oversee the program's community engagement budget and ensure appropriate supplies are available for the projects.

1. Identify community engagement activities located in SW Baltimore. If projects are outside, ensure students are released for excessive heat in accordance with YouthWorks policies.
2. Determine supplies needed to complete project and provide to Co-Directors by DATE.
3. Understand and oversee community engagement budget to ensure supply list stays within the budget.
4. Supervise up to 65 YouthWorkers every Weds 8-4:30pm from June 27 through July 29.

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5. Maintain attendance log of YouthWorkers. Ensure students receive required breaks. Attend to any youth intern needs, questions or disciplinary issues.
6. Ensure the safety of YouthWorkers
7. Maintain a clean, organized, and safe worksite for all youth interns
8. Supervise Community Engagement mentors to ensure projects are completed.
9. Ensure community engagement projects are completed in a timely manner.
10. Attend program planning meetings, program orientation, all program staff meetings, program celebration and post-program meetings
11. Maintain communication with YouthWorks Co-Directors and/or YouthWorks Supervisor.

Physical Requirements/Environmental Conditions

- Requires physical exertion to manually move, lift, carry, pull or push objects or materials that often exceed 50 lbs.
- Requires stooping, bending and reaching
- Must be able to work in a noisy and crowded work environment

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Administrative Assistant

Stipend: \$1,500.00 (7 weeks, 15 hours per week)

Dates: This position is a seasonal position from June 20 – August 12, 2016 (start and end dates are flexible).

REPORTS TO: Program Director

Number of Positions Available: 1

VALUES AND SHARED EXPECTATIONS

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JOB PURPOSE

- Gather and organize all required paperwork for each youth intern participating in the Baltimore Summer Collaborative Program
- Provide accurate payroll reporting for summer interns to YouthWorks on a weekly basis
- Address any payroll concerns/issues that youth interns may have
- Provide general administrative and clerical support including mailing, scanning, faxing and copying to management
- Maintain electronic and hard copy filing system as required by YouthWorks or the Summer Collaborative
- Perform data entry and scan documents into the Summer Collaborative Grant Portal
- Run errands to post office and office supply store as necessary
- Prepare and modify documents including correspondence, reports, drafts, and emails
- Maintain office supplies and/or supplies needed for Enrichment Courses/Community Engagement Projects

Qualifications:

- 2+ years of hands on administrative support experience
- Proficiency in MS Word, MS Excel and Gmail
- Knowledge of operating standard office equipment
- Excellent communication skills – written and verbal
- Ability to prioritize projects and strong problem solving skills

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- Good research skills and attention to detail

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