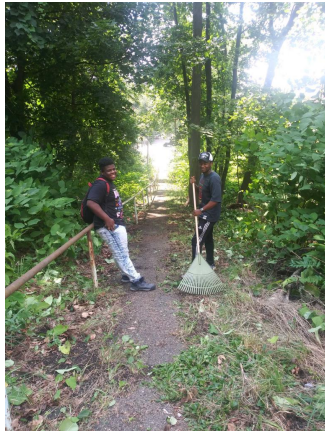




Youth Coordinator Position Description (6 Weeks - Summer 2022)



Are you someone who cares about youth? Believes youth need to be more invested in where they live so they can help build-up the community?

Fineview and Perry Hilltop Citizens Councils are hiring a Youth Coordinator to coordinate activities for youth and engage youth in building the community. Fineview and Perry Hilltop Citizens Councils are two community-development organizations located on the Northside of Pittsburgh. Our work is resident driven with more than 60 volunteers, three full-time staff and two part-time staff.

Our organization believes in the importance of the community and the youth building a reciprocal relationship. We want our youth to have the unique opportunity to be long-term leaders and residents in our community. They are the most likely to see the long-term change that is needed when planning for community development and enhancement. It is crucial that youth be a part of the planning and community improvement process,

Summary:

- The Youth Coordinator will be responsible for leading Fineview and Perry Hilltop's Summer Learn and Earn program.

Supervision:

- The Youth Coordinator reports to the Planning Liaison

Daily Tasks:

- Supervising and team building with Youth Leader and youth
- Manage timecards of participants
- Maintain schedule of activities, confirming speakers and volunteer locations
- Order lunch daily for team and ensure refreshments are provided



- Motivate, guide and direct youth doing outdoor activities, such as grass cutting, litter pick up, gardening, etc
- Connect youth and help them build relationships with neighbors and key partners
- Educate youth about community work and community assets with support of community partners
- Support youth to achieve the below objectives:
 - a. Establish themselves as community leaders through community maintenance (beautification projects)
 - b. Build relationships with community members through acts of service (delivering groceries, cutting grass, litter pick ups, etc.)
 - c. Understand the existing community resources and assets (Ballfield Farm, Fowler Park, The Pittsburgh Project, Unity Corner, etc.)
 - d. Engage with the community planning process (actively engage in requesting community feedback and input on planning process)

Skills:

- Ability to build relationships with young people
- Organized
- Dedicated
- Ability to work outdoors for 2-3 hours at a time, 4 hours per day
- Flexibility to be able to shift plans if something changes
- Motivating others to participate in the activities
- Prompt/Good at time management

Requirements:

- Available for entire program length (June 27 - August 5)
- Must be 21 years of age or older
- Must provide clearance/background check
- Experience working with youth
- Experience with diverse populations and communities of color

Location: Fineview and Perry Hilltop Citizens Council Office at 2348 Wilson Avenue Pittsburgh, PA 15214; also community sites such as Fowler / PV Park.



Additional Details:

\$2,000 stipend payment
 June 27-August 5 (6 weeks)
 32 hours/week Monday-Friday

Interested? Contact us at joanna@ourfuturehilltop.org or 412.206-9402

Apply: Send your resume, along with a paragraph describing why you are interested in this position to joanna@ourfuturehilltop.org or drop it off at the above location.

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DRAFT Schedule - Summer Learn And Earn (Summer 2022)

Time	Monday	Tuesday	Wednesday	Thursday
9am-10am	PREP	PREP	PREP	PREP
10am - 12pm	Fowler Park	Ballfield Farms/Unity Garden	Light of Life	Flex Day
12pm - 2pm	Lunch & Learn	Lunch & Learn	Lunch & Learn	Check In
2pm - 4pm	Senior Center	Litter Pick Up	Fowler Park/Mowing for Neighbors	World Vision
4-5pm	Clean-up	Clean-up	Clean-up	Clean-up