



## Youth Coordinator Position Description (6 Weeks - Summer 2024)



***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 staff members.

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 Executive Director.

### **Daily Tasks:**

- Supervising and team building with up to 10 youth, ages 14-18
- Manage timecards of participants
- Maintain schedule of activities, confirming speakers and volunteer locations
- Motivate, guide and direct youth doing outdoor activities, such as litter pick up, gardening, etc
- Connect with 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, senior service, 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, up to 6 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 26 - August 4)
- 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:**

\$2500 stipend payment

June 26-August 4 (6 weeks)

32-36 hours/week, Monday-Thursday, 9-4:30pm

**Interested?** Contact us at rhonda@[ourfuturehilltop.org](http://ourfuturehilltop.org)

**Apply:** Send your resume, along with a paragraph describing why you are interested in this position to rhonda@ourfuturehilltop.org by 6/18/2024



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