



TeenWorks™
College. Career. Community.

JOB DESCRIPTION

POSITION TITLE: TeenWorks Assistant Supervisor **REPORTS TO:** TeenWorks Supervisor

POSITION SUMMARY

The TeenWorks Site Assistant Supervisor is responsible for assisting the Supervisor with managing and implementing all TeenWorks programming. The Assistant Supervisor will be primarily responsible for teaching the soft-skills portion of the program. TeenWorks is a program that provides 21st Century Scholar-eligible student's employment and educational activities.

DUTIES AND RESPONSIBILITIES

- Facilitate coordination and program implementation with TeenWorks partners
- Assists in overseeing a crew of 10-13 student employees
- Working with the program partners, identifies and secures necessary equipment, instructional supplies, and materials using approved processes
- Serve as a mentor for students and serve as liaison to program partners
- Work alongside students during work hours
- Make recommendations to the Site Supervisor on terminating any student's employment
- Manage students and produce an evaluation at program completion
- Develop and coordinate delivery of soft skill curriculum
- It is understood that each employee follows and adheres to the professional standards as outlined by your perspective professional degree or license
- Coordinate implementation of program
- MUST attend mandatory training day's prior to the beginning of the program
- MUST attend mandatory debrief meeting following the summer program

QUALIFICATIONS

- In process of receiving or having received bachelor's degree with experience in delivering education, training, or employment programs, preferably to high school students
- Must have a valid driver's license, reliable transportation, and insurance
- Must be 20 years of age or older by June 14, 2016
- Proficient in development and delivery of curriculum to a group of 20+ students

HOURS AND COMPENSATION

During the six-week program, Assistant Supervisors will work approximately 35 hours per week. Additional training days prior to the beginning of the program will be required. Starting pay will be at \$12/hour.

***All interested candidates can complete an application online at www.teenworks.org. Please note that applications will be available starting on January 10, 2016.**

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