



**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

### **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 6, 2017
- Proficient in development and delivery of curriculum to a group of 20+ students

**HOURS AND COMPENSATION:** During the six-week summer employment program, Assistant Supervisors will work approximately 40 hours per week (7:00am-3:00pm). Additional training days prior to the beginning of the program will be required. Starting pay at \$12/hour.

### **DATES OF SUMMER PROGRAM**

Indianapolis: June 13-July 21

Muncie: June 6-July 14

**\*All interested candidates can complete an application online at [www.teenworks.org](http://www.teenworks.org). Please note that applications will be available starting on January 10, 2016 and will be closed on March 26, 2017.**

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