

SUPERTeens Supervisor Position

Start Date: July 5, 2016

End Date: August 19, 2016

About BCYF

Boston Centers for Youth & Families (BCYF) community centers serve Boston residents of all ages, providing preschool and school-aged education, youth employment, violence prevention and intervention, adult education including ESOL, adult education, workforce development and family literacy programs, senior wellness activities, and recreation and enrichment programs for every age group. BCYF centers are located in every neighborhood, providing affordable programs for over 60,000 children and families representing Boston's diverse cultures and languages.

Summer at BCYF is our busiest season, serving thousands of youth in activities ranging from affordable summer camps and programs and free drop-in sites to youth employment and recreational opportunities.

The **SUPERTeens Program** provides a foundation for our youth as they become old enough to apply for school year or summer employment.

Program Description

The SUPERTeens program, sponsored by Comcast, The Boston Foundation, and the Foundation for BCYF, is a summer program for youth ages 13-14 where they will be engaged in a high-quality, service-learning experience during July and August. Youth in the SUPERTeens program will have the opportunity to attend weekly leadership development workshops, gain hands-on experience by working in BCYF community centers and participate in scavenger hunt field trips to Boston's arts and enrichment institutions. Each teen will be assigned to a SUPERTeam of 10-12 members that will be supervised by a SUPERTeens supervisor.

Job Description

The SUPERTeens Supervisor is responsible for supervising a SUPERTeam (10-12 teens) at a BCYF community center providing support and coaching of the teens to ensure a positive learning environment and experience. The SUPERTeens Supervisor will work with the SUPERTeens on leadership development opportunities in collaboration with the BCYF Youth Services Program Manager and provide supervision on field trip excursions. The SUPERTeens Supervisor will conduct weekly check-ins with the SUPERTeams as a group and one-on-one basis to address any issues or concerns. The SUPERTeens Supervisor is also responsible for submitting ongoing progress reports as needed. As part of the program, the SUPERTeens Supervisor will work with their SUPERTeens to create their own SUPERTeen Portfolio as well as complete and submit a final project highlighting the SUPERTeens summer experience and program.

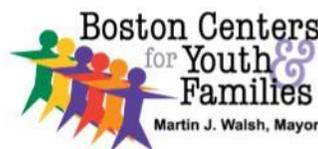
Roles & Responsibilities

SUPERTeens Leadership Development

Support min. 3 hours/ week of leadership development training with guidance from BCYF Administrative Office;

Assist each SUPERTeen in creating a SUPERTeen portfolio highlighting their experience;

Administer pre- and post- surveys for the leadership development days as well as SUPERTeens Program.



Experience & Support

Conduct weekly site visits at the SUPERTeams community centers with one-on-one and group check-ins;
Work with onsite community center youth worker to develop work plan for SUPERTeams and address any concerns or issues that arise;
Provide supervision and support on weekly field trip excursions;
Organize weekly community service projects with input from SUPERTeams.

Staff & BCYF

Work with BCYF staff to implement leadership development opportunities;
Meet weekly with the BCYF staff and related staff on progress of program and discuss highlights and address challenges/concerns;
Work with BCYF staff to develop and plan an end of summer celebration.

Qualifications

Demonstrated success leading a team of 10 or more youth with the goal of providing high-impact opportunity in the areas of leadership development and community service;
Experience and passion working with 13-14 year olds;
Experience in developing and leading workshops/activities for young people;
Strong communication skills, oral and written;
Strong interpersonal and relationship building skills with the ability to manage up, down and across all levels of an organization;
Strong organizational and time management skills;
Proficiency in using Microsoft Office (Word, Excel and PowerPoint);
Commitment to working effectively with people with different work styles and backgrounds;
Comfortable working in a team environment or on your own;
Boston residency

Compensation

17.5 hours/week at \$15/hour, Monday-Thursday for 7 weeks

Application Process

Qualified Applicants should submit resume, cover letter and references to Donna Reeves-Jackston at Donna.Reeves@boston.gov with SUPERTeens in subject line by **May 25, 2016**.

ALL ACCEPTED APPLICANTS ARE REQUIRED TO COMPLETE A CORI/SORI PRIOR TO START DATE.

