



POSITION TITLE: Lead Summer Serve Counselor
REPORTS TO: Community Engagement Manager
POSITION TYPE: Temporary
SUPERVISION: Summer Serve Counselors
DURATION: May– August, 2018

United Way improves lives by mobilizing the caring power of communities around the world to advance the common good.

Organization Background:

United Way works across the County to leverage resources, businesses, experts, and other service providers to advance the common good. We prepare young people to work, help families become economically self-sufficient, and help individuals choose healthy lifestyles.

POSITION SUMMARY

Incumbent will lead and manage the Summer Serve program. Supervise all Summer Serve Counselors; responsible for all administrative and reporting duties associated with the program. Supervise and motivate youth ages 12 through 17 as they perform service projects for local non-profit agencies; design curriculum and activities that facilitate student learning by following the Frederick County Public Schools service learning model of preparation, action, and reflection.

DUTIES:

- Ensure the smooth running of the day to day activities of the program.
- Work closely with Counselors to effectively and appropriately supervise youth participants at service and recreation sites.
- Maintain effective discipline while respecting youth participants as individuals.
- Model positive behavior and maintain a positive, yet professional and caring tone each day.
- Stay engaged - a major part of this position is showing respect to the youth by participating in service and recreation alongside them.
- Engage youth in activity-based lessons, discussion, and reflection of the service and related issues before, during, and after the project.
- Manage the evaluation process, including tracking program outcomes and submit completed report to Community Engagement Manager.
- Maintain a professional relationship with partnering agencies, obtain feedback and constructive criticism from the service site coordinator daily, and work proactively to alleviate any concerns of the service site staff.
- Notify United Way Community Engagement Manager of any concerns that disrupt the positive professional relationship between United Way of Frederick County and any partner agency.
- Design, plan, and implement activities and curriculum for all sessions and leadership week.
- Manage social media and be comfortable communicating to the media.

QUALIFICATIONS & SKILLS

- Must be 21 years or older.
- College degree required; one or more years as a United Way Summer Serve Counselor or similar experience preferred.
- Experience supervising and engaging youth
- Ability to calmly, safely, and effectively deal with unexpected situations
- Flexibility and the ability to be in a supervisory role
- Valid driver's license
- Volunteer experience/previous or current civic engagement
- Be adaptable, enthusiastic, compassionate, and possess good judgment.

REQUIRED TRAINING

- CPR and First Aid (1 day)
- Defensive Driving (4-6 hours online training)
- United Way Orientation (2-3 hours)
- Child Protection (2 hour online training)

Interested candidates should submit a resume and thoughtful cover letter describing their specific qualifications and interest in the position. Please send all materials to Shana Knight, Community Engagement Manager, at Sknight@uwfrederick.org. Please include "Lead Summer Serve Counselor" in the subject line of your e-mail.