



**POSITION TITLE:** Summer Serve Counselor  
**REPORTS TO:** Summer Serve Director  
**POSITION TYPE:** Temporary  
**DURATION:** June 24, 2019 – August 9, 2019

**Organization Background:**

United Way of Frederick County’s mission is to unite local resources to provide the most effective response to community issues in Frederick County. 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 supervise and motivate youth ages 12 through 17 as they perform service projects for local non-profit agencies; design activities that facilitate student learning by following the Frederick County Public Schools service learning model of preparation, action, and reflection.

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**DUTIES:**

- 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 (staff will develop lesson plans with the assistance of the youth service director and the service site coordinator).
- Assist with the evaluation process, including tracking program outcomes.
- 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 the United Way Summer Serve program manager of any concerns that disrupt the positive professional relationship between United Way of Frederick County and the partner agency.

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**QUALIFICATIONS & SKILLS**

- Must be 18 years or older.
- High school diploma or GED required; one or more years of college 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, as well as accept supervision
- Valid driver’s license
- Volunteer experience/previous or current civic engagement

**REQUIRED TRAINING**

- CPR and First Aid (1 day)
  - Defensive Driving (4-6 hours online training)
  - United Way Orientation (4 hours)
  - Child Protection (2 hour online training)
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Interested candidates should submit a resume and thoughtful cover letter describing their specific qualifications and interest in the position. Please send all materials to Malcolm Furgol, Director of Community Impact, at [Mfurgol@uwfrederick.org](mailto:Mfurgol@uwfrederick.org). Please include "Summer Serve Counselor" in the subject line of your e-mail.

***UNITED WAY OF FREDERICK COUNTY, INC. IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.***