

Leadership Rochester Employment Opportunity



Position: **Youth Program Manager (Part-Time).**
Position Type: **TEMPORARY ADJUNCT position funded by a grant.**
Timeline: FALL 2021 and EARLY WINTER 2022
Estimated Hours: 180-20 hours
Reports to: Executive Director
Site: Blended Remote
(Preparation & management remote. Program delivered in person.)

Position Description: Youth Program Manager *(See page 3 for the program overview.)*

Scope of Work:

This is a great part time adjunct position for those with capacity and experience working with Rochester youth. This individual will be responsible for planning and delivering Leadership Rochester's leadership development and civic education program for teens (See page 3). Leadership Rochester hopes to run 2 cohorts, 1 in October/November and another in January/February.

Responsibilities

Recruitment: School Parent and Youth Communications

- Manages contact with local schools and youth organizations to recruit a diverse student cohort drawn from multiple school districts, parochial and private schools. Key connection to the Rochester City School District, Hillside Work Scholarship Program helpful.
- Review and update written program materials and distribute them to local schools and youth organizations.
- Organize application process, secure applications, answers inquiry questions, and establishes review process for applicants. In concert with the Director, reviews application and selects youth for the cohort program.
- Communicates with student parents, guardians, or designated mentors at partner agency. Phone parents to answer questions.

Program Preparation & Delivery

- Works with Executive Director to map curriculum delivery schedule. Secure host sights, speakers, guests, and tours. Secures venues and visits for program days including visiting venues, make reservations, establish pre-program site visits, ensure setup and materials.
- Takes the lead in preparing for all program days and events.
- Facilitate youth program activities. Acts as program manager on site.
- Work with the Executive Director to facilitate culturally competent activities that help youth develop new relationships another, connect with local leaders, and discuss key issues affecting the Greater Rochester area.
- Works with the Executive Director to ensure COVID protocols are established in concert with Leadership Rochester policies and procedures and in accordance with the host venues established principals. Also ensures protocols are adhered to during the program.
- In partnership with the Director, the Youth Program Manager creates, distributes, and collects program evaluations and summarizes results.

Skills Required

- Extensive experience working with youth and families at the middle or high school level.
- Hands-on experience working within the city of Rochester through professional work or volunteerism.
- Prior experience communicating or established relationships with local school districts, administration, and youth organizations in Rochester or Monroe County.
- Active interest in strengthening connectivity between youth in Rochester and the Monroe County/Greater Rochester areas.

- Strong writing and communication skills.
- Strong computer and software skills including use of the full Google Suite (Gmail, calendar, and drive), Microsoft 365 (Word, Excel), and Remind messaging app.
- Education: Bachelors/ Master's Degree or equivalent work experience of 8+ years in youth programs management
- Experience with leadership and civic education competencies is helpful but not required.

Leadership Rochester provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, and local laws.

How To Apply

Email resume and introductory email of interest to

Gwen Van Laeken, Executive Director

Gwen@LeadershipRochester.org

Adjunct Contract Pay Rate: \$3000 Fall
 \$3000 Winter

Background check required.

Youth Leadership Program Overview

Leadership Rochester's teen leadership program brings together a diverse cohort of 20 local high school teens from Rochester City School District and other suburban high schools across the region. These youth connect and build relationships across systemic boundaries, deepen their connection to Rochester, and learn about their power to affect positive community change all in an experiential learning model.

Format: The program format is similar to Leadership Rochester's Signature Adult Program shortened for youth. Students meet one evening per week for 6 weeks after school plus one weekend morning. Each week, the cohort meets at different venues across the city of Rochester. They explore different neighborhoods, visit key venues, and meet with community leaders. Students explore models of community leadership and identify ways they can affect positive change for themselves and others.

This year's schedule will be determined by the Director and the Youth Program Manager. An example of previous program schedule is:

<u>Day</u>	<u>Time</u>	<u>Total Hours</u>
<i>First Saturday kick-off:</i>	<i>9:00 am – 12:00 pm</i>	<i>3 hours</i>
<i>Thursdays</i>	<i>4:30-7:00 pm (6 weeks)</i>	<i>15 hours</i>
<i>Graduation</i>	<i>6-8:00 pm</i>	<i>2 hours</i>
<i>Total Contact Hours</i>		<i>20 hours</i>

Fall Cohort: September 1 - November 30, 2021
September - Program planning and Recruitment
October & November - Program Delivery

Winter Cohort January 2 - March 7, 2022
January - Program planning and Recruitment
January , February, March - Program Delivery

