

Leadership Rochester Employment Opportunity

Position:	Youth Program Manager (Part-Time).
Position Type:	TEMPORARY ADJUNCT position funded by a grant.
Timeline:	SPRING 2023
Estimated Hours:	40-50 hours. (28 hours program delivery plus prep)
Reports to:	Executive Director
Site:	Hybrid (Preparation remote. Program delivered in-person.)

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

Scope of Work:

This part-time adjunct position for a dynamic and fun individual who has experience developing, educating, and working with youth ages 15-18 or related experience. This individual will be responsible for planning and delivering Leadership Rochester's leadership development and civic education program for teens in April and May of 2023. This individual will help foster connection among local high school students and help them to discover the power they have to connect and affect positive change in their communities. This dynamic interactive program connects youth with different community leaders and exposes them to different community sites while providing foundational leadership and civic skill development. *(See the Emerging Leaders Program description on page 3.)*

Responsibilities

Primary Responsibility: Program Preparation & Delivery

- Facilitate youth program activities that will inspire a positive fun learning environment for students.
- Takes the lead in preparing for all program sessions and acts as lead facilitator on site.
- Works with Executive Director to map curriculum delivery schedule. Help secure host sights, speakers, guests, site visits and tours. Ensure setup and materials.
- Facilitate culturally competent activities that help youth develop new relationships another, connect with local leaders, and discuss key issues affecting the Greater Rochester area.
- Creates, distributes, and collects program evaluations and summarizes results.

Limited Responsibility: Recruitment: School Parent and Youth Communications

- Helps contact with local schools and youth organizations to recruit a diverse student cohort drawn from multiple school districts, parochial and private schools including Rochester City School District, suburban districts, Hillside Work Scholarship Program etc.
- Review and update written program materials and distribute them to local schools and youth organizations as needed.
- Review applications, answers inquiry questions. In concert with the Director and staff, 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.

Attributes Desired

- Active interest in strengthening connectivity among youth in Rochester and the Monroe County/Greater Rochester areas and fostering development of their leadership and civic education skills.
- Experience working with youth, parents, and families at the middle or high school level.
- Ability to help foster connection among students and comfort in a new learning environment. Experience facilitating or leading restorative practices in education and facilitation, or comparable experience with dynamic interactive sessions including ice breakers and interactive learning activities.
- Comfort working within the physical boundaries of the city of Rochester.
- Comfort communicating or established relationships with local school districts, teachers, administrators, and/or youth organizations in Rochester or Monroe County.
- Experience with leadership and civic education competencies is helpful but not required.

- 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/ Masters Degree or equivalent work experience of 6+ years working with youth and adolescents.

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.

Pay Transparency

Adjunct Contract Pay Rate: \$2500

Program Delivery Expectations:

Approximately 28 hours on in-person contact.

8 evening sessions – 2.5 hour session + approximately 1 hour for pre-arrival and departure

Program planning and development time additional.

Background check required.

How To Apply

Email resume and introductory email of interest to

Gwen Van Laeken, Executive Director

Gwen@LeadershipRochester.org

Youth Leadership Program Overview

Leadership Rochester's teen leadership program brings together a diverse cohort of 20-25 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 6-8 weeks. Each week, the cohort meets with different community leaders around Rochester. We meet at a key location located in downtown Rochester and then students take walking tours to visit different sites and meet different community leaders. Class members visit key venues, learn about current community issues and events, and they meet directly 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 is expected to be as follows:

Expected Spring Calendar 2023:

<u>Day</u>	<u>Time</u>	<u>Description</u>
<i>March – April recruitment</i>	<i>Variable – limited</i>	<i>Program planning and</i>
<i>April 12 – May 31, Wednesdays</i>	<i>4:30-7:00 pm (8 weeks)</i>	<i>Program Sessions</i>