



Summer Youth Employment Program (SYEP) Supervisor

SYEP Supervisor for Winston-Salem Urban League. Two or four year college degree in relevant field such as education, childhood psychology, school administration, social work or other fields related to child and young adult development. Prior experience in program management, and curriculum management strongly preferred. Excellent computer skills a must. Must pass drug test and background test. Eight week summer program starting in late June. Salary is \$3000 per month. *Submit cover letter and resume by June 10 at 5pm to jobs@wsurban.org, no phone calls.*

POSITION: Program Supervisor

RESPONSIBLE TO: Director of Programs - Patricia Sadler

SALARY: \$3000 per month

RESPONSIBILITIES: Must be able to perform each essential duty exceptionally with the knowledge, skill and ability required. Must be dedicated to the Winston-Salem Urban League mission and goals.

- Direct, supervise and organize SYEP
- Apply basic youth development principles through communication, relationship development, respect for diversity, involvement and empowerment of youth.
- Assure youth are properly supervised at all times.
- Evaluate safety guidelines.
- Develop safety guidelines as needed
- Assist in recruitment of partner businesses and organizations to provide internships for youth.
- Visit and evaluate businesses and organizations providing internships and work experiences to youth.
- Recruit Friday speakers for youth.
- Report weekly on all SYEP activities and experiences.
- Be aware of and implement safety guidelines.
- Lead the development and implementation of program activities for youth within the mission and outcomes of the WSUL.
- Responsible for leading and assisting with the teaching of activities.

- Actively participate in all program areas as assigned.
- Provide for the progression of activities within the framework of individual and group interests and abilities.
- Maintain high standards of health and safety in all activities for youth.
- Provide the daily care of each student within your supervision including recognition of personal physical and emotional health needs.
- Be alert to youth needs and assist them with personal and/or health problems, and discuss with supervisor when appropriate.
- Be a role model to youth and staff in attitude and behavior.
- Follow and uphold all safety and security rules and procedures.
- Ensure that youth adhere to internship hours and the timely and accurate submission of timesheets
- Participate in organizing and conducting the Youth and Parent Orientation covering program policies and procedures
- Participate in organizing and conducting Internship Supervisor's Orientation covering program policies and procedures
- Verify income eligibility and participate in final student selection process
- Review of internship agreements and internship job descriptions to ensure duties are appropriate for youth
- Set a good example to youth, staff and others in regard to procedures and practices including sanitation, schedule, sportsmanship, personal appearance, and behavior.

Skill & Experience Requirements: Two year or four college degree in relevant field such as education, childhood psychology, school administration, social work or other fields related to child/young adult development. Prior experience in program management and curriculum management strongly preferred. Demonstrated success in an independent work environment.

- Prefer 2-3 years previous experience.
- Must be able to pass a background check with fingerprinting and drug test
- Current driver's license
- Computer Proficiency: Google Platform (Gmail, Calendar, Google Docs), proficient at using Word, Excel and has basic typing skills.
- Demonstrated skills in planning, time management, flexibility, organization and independent work proficiency.
- Ability to handle multiple tasks simultaneously and to prioritize appropriately.
- Must have good interpersonal and communications skills and be sensitive, adaptable, professional, and articulate when dealing with others.
- Very organized and reliable.
- Demonstrated success in an independent work environment.

- Experience working with, managing or supervising volunteers or community partners.
- Previous experience with diverse populations.
- Personal transportation.
- Spanish skills a plus.