



PITTSBURGH CARES
Pittsburgh, Pennsylvania
www.pittsburghcares.org

Position: Change Leader – Pittsburgh Young Leaders Academy

Organizational Overview

Pittsburgh Cares, a non-profit volunteer service organization, is part of the national Points of Light Institute (www.pointsoflight.org). Founded in 1992, Pittsburgh Cares is a recognized, respected leader in volunteerism and community service in the Greater Pittsburgh region. Pittsburgh Cares has an active volunteer base of over 5,000 youth and adults and provides volunteers and capacity-building support to over 250 area community-based organizations. On average, Pittsburgh Cares coordinates between 60-75 service projects per month and logs more than 50,000 service hours annually.

In an effort to engage students from the Pittsburgh Public Schools in a variety of civically-focused, experiential learning opportunities in which the students develop and/or enhance their connection to their community and are empowered to participate in service learning projects, the United Way of Allegheny County partnered with Pittsburgh Cares to customize a PYLA program aligned with the Pittsburgh Public Schools' Ninth Grade Nation civics course.

The Pittsburgh Public Schools PYLA program is currently in its second year of implementation at Pittsburgh Brashear, Pittsburgh Carrick, Pittsburgh Langley, Pittsburgh Oliver, and Pittsburgh Peabody High Schools.

For more information about Pittsburgh Cares and specifically the Pittsburgh Young Leaders Academy, please visit www.pittsburghcares.org.

Duties and Responsibilities for All Change Leaders

- Youth recruitment using PYLA marketing tools and strategies
 - 9th Grade Track Target per School: 20% of 9th grade students
 - Advanced Level 2 Target per School: 20% of 10th and 11th grade students
- Youth retention
 - 9th Grade Track Target per School: 10% of 9th grade students
 - Advanced Level 2 Target per School: 10% of 10th and 11th grade students
- Assist in the facilitation of PYLA sessions with 9th grade youth
 - One session per week (approx. 3 hours per session)
- Assist with the facilitation of PYLA sessions with 10th and 11th grade youth
 - One session per week (approx. 3 hours per session)
- Mentor and assist in case management of participating youth
- Support formal and informal evaluation activities of PYLA and participating youth (i.e. youth spotlights, impact stories, pre-, mid-, and post student surveys, staff focus groups and surveys)
- Fully participate in professional development including Change Leader multi-day orientation and staff development sessions

Each team of Change Leaders will have a Team Lead, a Parent and Community Engagement Specialist, a Service Project / Fieldtrip Manager, and a Service Project Assistant.

Duties and Responsibilities for Team Lead

- Serve as the main point of contact between the PYLA school / Change Leader team and the PYLA Director (i.e. student records, transportation, supplies, food services, evaluation materials)
- Establish, maintain, and strengthen school relations with school administration, 9th grade teachers, and key school personnel (i.e. school maintenance, school secretaries)
- Develop the 9th grade track session agendas and delegate components of agenda to fellow Change Leaders to lead with the youth
- Convene, plan and facilitate bi-weekly, school-based Change Leader staff sessions

Duties and Responsibilities for Service Project and Fieldtrip Manager

- Facilitate the planning and implementation of service projects (i.e. brainstorm and research project options with youth, set up project logistics, manage project on site)
 - 5 service projects with 9th grade youth per school
 - 5 service projects with 10th and 11th grade youth per school
- Educate youth on social issues that directly relate to youth-identified service projects and areas of interest / concern (i.e. statistics, videos, activities, research on national youth led projects)
- Facilitate the planning and implementation of field trips (i.e. brainstorm and research field trip options with youth, determine field trip date – time – location – number of participants – transportation, lead field trip) (8 field trips, 1 PYLA kick-off event per school, 1 PYLA closing event per school)

Duties and Responsibilities for Service Project and Field Trip Assistant

- Assist in the facilitation of planning and implementation of 10 service projects (i.e. brainstorm and research project options with youth, set up project logistics, manage project on site)
 - 5 service projects with 9th grade youth per school
 - 5 service projects with 10th and 11th grade youth per school
- Assist in educating youth on social issues that directly relate to youth-identified service projects and areas of interest / concern (i.e. statistics, videos, activities, research on national youth led projects)
- Assist in facilitating the planning and implementation of field trips (i.e. brainstorm and research field trip options with youth, determine field trip date – time – location – number of participants – transportation, lead field trip) (8 field trips, 1 PYLA kick-off event, and 1 PYLA closing event per school)

Duties and Responsibilities for Parent and Community Engagement Specialist

- Establish and implement innovative parent engagement strategies (i.e. baseline activities include parent phone calls, home visits, parent participation in PYLA events, parent survey)
- Research and support the outreach to local businesses and community-based organizations for all service projects, fieldtrips, guest speakers, and donations

Requirements

The successful candidate for the PYLA Change Leader position:

- Has obtained or is obtaining education beyond a high school diploma
- Can provide updated Act 33/34 clearances
- Is skilled in the use of MS Office Software suite, internet, email, etc.
- Has the ability to work with a diverse pool of program participants, volunteers, parents, service partners and cultural and professional styles
- Can use critical thinking skills and take initiative in meeting and exceeding expectations
- Demonstrates the ability to effectively research, design, and lead projects
- Utilizes planning and organizational skills with short and long term plans
- Has the ability to travel between school site, meeting locations, and project sites
- Has an energizing, optimistic and engaging personality that boosts morale and motivates people to action
- Practices a strong work ethic with the ability to multi-task and manage time
- Has outstanding interpersonal and communication skills as well as creativity and skills in consensus building
- Demonstrates professional written, verbal and presentation skills

Compensation: Pay checks are issued twice monthly and based upon time logged (approximately 10-15 hours per week) and the successful completion of goals and objectives. All Change Leaders are not to exceed 55 hours on a monthly basis.

Team Lead Hourly Rate: \$15.50

Service Project and Fieldtrip Manager Hourly Rate: \$14.50

Service Project Assistant Hourly Rate: \$10.00

Parent and Community Engagement Specialist Hourly Rate: \$10.00

To Apply: Please submit a resume and a cover letter detailing your daily availability (Sun-Saturday) to:

Holly McGraw, Program Manager Youth Engaged in Service hmcgraw@pittsburghcares.org

Pittsburgh Cares 239 Fourth Avenue, Suite 1007 Pittsburgh, PA 15222

Fax: 412-456-2212

No phone calls please.