



**Pittsburgh Cares—Youth Engaged in Service  
Pittsburgh Young Leaders Academy, Jr.: Summer Step Up!  
In partnership with Pittsburgh Public Schools Summer Dreamers Academy  
Positions Available!**

**Position 1: Change Leader – Pittsburgh Young Leaders Academy: PYLA Jr.  
Position 2: Change Agent – Pittsburgh Young Leaders Academy: PYLA Jr.**

**Organizational Overview**

Pittsburgh Cares, a non-profit volunteer service organization, is part of the national Points of Light Institute ([www.pointsoflight.org](http://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.

Pittsburgh Cares Change Leaders and Change Agents will actively engage 100 middle school aged youth in service projects, leadership development training, and youth organizing activities over the summer of 2010, during the five week camp period. The PYLA 2010 Summer Middle-Grades Camp program will run from mid-July through mid-August.

PYLA Summer Step Up, is an opportunity for middle school students voices to be heard, the time to explore and challenge their potential, and the resources to create change. These are the elements that will make the Pittsburgh Young Leaders Academy: Summer Step Up! an experience to be part of!

PYLA: Summer Step Up! is designed to have youth develop and/or enhance a healthy self-concept and self-awareness, identify characteristics of leadership styles, develop and practice leadership skills as a decision maker, role model, advocate and volunteer, and explore skills and talents. PYLA: Summer Step Up! will focus on three core areas: youth leadership development, youth engagement in service, and exposing youth to opportunities. In a society that often overlooks the power of youth, PYLA: Summer Step Up! will equip youth with the training necessary to problem-solve, speak out, and motivate and lead others to action. It will also help youth to channel their leadership abilities and creative skills in productive ways.

Youth will be motivated to participate in PYLA: Summer Step Up! in several ways:

- All activities will be lead by both the adult and junior mentors using a hands on approach that will motivate youth to get actively engaged in their learning.
- Change Leaders and Change Agents will create an environment where youth feel safe and confident in speaking out about their own ideas and experiences.
- Youth will be engaged in a variety of activities focusing on leadership, service, and creative and performance skills.
- Youth will attend a weekly fieldtrip every Friday if they are present and fully participate in all activities Monday through Thursday.

**PYLA Jr. Summer Middle Grades Camp Details**

Camp Dates: July 12-August 13, 2010

Work Dates: July 5-August 14, 2010

Camp Times: 1:00-3:00 PM

Work Schedule: approximately 12:30-3:30 PM

Camp Location: Reizenstein High School

Please note: Some staff trainings will occur in a different location.

***See next page for Change Leader and Change Agent job descriptions.  
Pittsburgh Cares is an equal opportunity employer.***



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**Position 1: Change Leader PYLA Jr.**

***Duties and Responsibilities***

- Manage the facilitation of PYLA sessions with middle grades youth
  - Five session per week (approx. 3 hours per session)
- Mentor middle grades youth
- Support formal and informal evaluation activities of PYLA and participating youth (i.e. youth spotlights, impact stories)
- Fully participate in professional development including multi-day orientation/training and one staff meeting per week
- Serve as the main point of contact between the PPS / PYLA team and the YES Program Manager (i.e. student record keeping, transportation, supplies, evaluation materials)
- Establish, maintain, and strengthen school relations
- Develop the session agendas and delegate components of agenda to Change Agents to lead with the youth
- Convene, plan and facilitate weekly staff meetings
- Establish and implement innovative parent engagement strategies (i.e. baseline activities include parent phone calls, parent participation in PYLA events, parent survey)
- Educate youth on social issues that directly relate service projects and areas of interest / concern (i.e. statistics, guest speakers, activities)
- Facilitate the planning and implementation of field trips (i.e. number of participants, transportation logistics, lead field trips)

***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 activities
- 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 youth and staff 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 will be issued twice monthly and based upon time logged (average 22 hours per week):.

Change Leader Hourly Rate: \$15.75

**To Apply:** Please submit a resume and a cover letter detailing your daily availability (Monday-Saturday) and position interest to:

Holly McGraw, Program Manager – Youth Engaged in Service

[hmcgraw@pittsburghcares.org](mailto:hmcgraw@pittsburghcares.org)

Pittsburgh Cares

239 Fourth Avenue

Pittsburgh PA 15222

Fax: 412-456-2212

No phone calls please.



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**Position 2: Change Agent PYLA Jr.**

***Duties and Responsibilities***

- Assist in the facilitation of PYLA sessions with middle grades youth
  - Five session per week (approx. 3 hours per session)
- Act as a positive role model to middle grades youth
- Fully participate in professional development including multi-day orientation/training and one staff meeting per week
- Assist in the development of the session agendas
- Assist in educating youth on social issues that directly relate service projects and areas of interest / concern (i.e. statistics, guest speakers, activities)
- Act as a chaperone during field trips and service projects

***Requirements***

The successful candidate for the PYLA Change Agent position:

- Must be at least 17 years old
- 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 activities
- 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 age appropriate written, verbal and presentation skills

**Compensation:**

Pay checks will be issued twice monthly and based upon time logged (average 22 hours per week):.

Change Agent Hourly Rate: \$8.00

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