Afterschool Program Support Staff

Bloomfield Garfield Corporation - Neighborhood Learning Alliance

Pittsburgh Arsenal Pre K-5 – Pittsburgh Woolslair Pre K-5

Job Description

• Instruct K-5 students in reading and math
• Plan and prepare educational activities
• Help students set goals and improve their performance in reading and math
• Understand and support the school curriculum
• Assist with homework, food and exercise periods
• Communicate with parents as instructed
• Maintain a clean, organized and safe program space
• Attend to children’s academic and social needs during scheduled work hours
• Attend to additional duties as assigned

Ideal Candidate will have:

• Positive approach to working with children
• Strong work ethic
• Good record keeping skills
• Proficient computer skills
• Experience in leading and working with elementary age students

Requirements:

• Childline, State Police and FBI clearances (or ability to obtain them)
• Attend a minimum of 15 hours of professional development prescribed by the Bloomfield Garfield Corporation and Neighborhood Learning Alliance

Pay Rate: $10-15 hourly based on education and experience

Hours: Approximately 3:00pm to 7:00pm—Monday through Thursday with occasional daytime trainings and meetings.

To apply please e-mail a resume and cover letter to:
Rick Flanagan, Youth Development Director
Bloomfield-Garfield Corporation
jobs@bloomfield-garfield.org
Title: Program Coordinator  
Employment Status: Full Time
Reports to: Executive Director  
Hourly Rate: $16-$20/Hr
FLSA Status: Non-Exempt  
Posting Open Date: February 10, 2016
Employment Status: Full-time, Temporary  
Posting Close Date: February 22, 2016

To Apply: Send Resume and Cover Letter to jobs@neighborhoodlearning.org

Job Summary - The incumbent supervises the Everybody Graduates staff members, manages a number of projects and initiatives and support the in-school and afterschool program teams to make sure that we are meeting program outcomes and providing the high quality services and support to the high school program participants.

1. Manage high school afterschool and school day initiatives.
2. Oversee all participant recruitment efforts.
3. Recruit, train, schedule, and place volunteers and paid tutors into school-day and afterschool programs. Connect volunteers and paid tutors with program coordinators and appropriate school faculty.
4. Maintain communication with volunteers and tutors concerning school schedule and program detail changes.
5. Supervise the Everybody Graduates staff at Pittsburgh University Preparatory and Pittsburgh Brashear.
6. Lead all supplemental online academics including ALEKS Algebra Tutorial and Gradpoint Credit Recovery. This includes training all staff on the use and reporting functionality of the online academic software programs.
7. Assist in setting up and maintaining programs that involve volunteers and tutors, such as ALEKS, Gradpoint (Credit Recovery), and general afterschool and homework help programs.
8. Train site staff on the organization’s attendance/data collection system (CDA).
9. Assist in Everybody Graduates planning and implementation of programs and events, including Bright Future graduation consultation, post-high school planning, college tours, financial aid events, and other Grad Champ duties which address graduation barriers.
10. Post and maintain volunteer opportunities and job announcements to address needs in EG, high school, and elementary school programs, and schedule interviews and orientations. Guide volunteers and staff through paperwork, orientation, and placement.
11. Accountable for reports and data on Volunteers, Gradpoint, ALEKS, Everybody Graduates, Grad Champs, and sharing that information with appropriate staff, partners, and school faculty.
12. Regularly communicate program status and needs to executive director program coordinators and school and community partner leadership.
13. Fill-in at school day and afterschool programs for absent staff.
14. Other duties as assigned.
Eastside Neighborhood Employment Center/ West End Works
Summer Learn and Earn Recruiter

Title: Pittsburgh Summer Learn and Earn Recruiter (Multiple Positions)
Salary: $12-15/hour
Start Date March, 2016 (City, County, and TRWIB details are still being worked out.)
Status: 30-40 hours/week
Submit Resume and Cover letter to: employmentworks1@aol.com

Job Summary:
The Eastside Neighborhood Employment Center (ENEC) and West End Works (WEW) are each seeking energetic, personable staff people to recruit youth to participate in the Pittsburgh Summer Learn and Earn Program. ENEC and WEW Learn and Earn Recruiters will drive an aggressive citywide recruitment campaign to encourage 14 to 21 year olds to apply for this summer internship program.

Each recruiter will coordinate promotional mailings, visit Pittsburgh high schools, conduct phone canvassing, and lead other promotional efforts. Each Learn and Earn recruiter must be a highly motivated, independent person who has a passion for community engagement and the expertise to effectively perform this multi-faceted position.

It is anticipated that positions will run through the end of April, with potential for permanent employment based on performance and organizational capacity. The Learn and Earn Recruiter reports to the Manager of the Eastside Neighborhood Employment Center or the Manager of West End Works.

Duties/Responsibilities:
- Coordinate the citywide recruitment process of youth participants for the Pittsburgh Summer Learn and Earn program.
- Conduct recruitment visits to Pittsburgh high schools, community events, and youth serving organization sites.
- Coordinate a team-effort to assist families in completing and verifying applications for the Pittsburgh Summer Learn and Earn program.
- Partner with other recruitment agencies and the city to develop a pool of 2,000+ completed applications for the Pittsburgh Summer Learn and Earn program.
- Input application data into a Microsoft Access database.
- Coordinate a Teen Job Fair to promote the Pittsburgh Learn and Earn recruitment campaign.

Qualifications:
- Bachelor's Degree—Preferred
- Strong communication skills
- Current (or ability to quickly receive) Act 33/34 clearances
- Access to a car and a valid driver's license
Summer Youth Employment Program Coordinator

Title: Summer Youth Employment Coordinator
City of Pittsburgh Learn and Earn Program- Bloomfield-Garfield Corporation (BGC)
Salary: $12-15/hour (Based on education and experience)
Start Date: June 15, 2016 (Contingent upon BGC receiving a contract)
End Date: August 15, 2016 (Start and end dates subject to change)
Status: 30-40 hours/week
Submit Resume and Cover letter to: jobs@bloomfield-garfield.org

Job Summary:
The Pittsburgh Summer Learn and Earn Program staff will work to stimulate change in the
local workforce development system to better service young people ages 14-21. Staff
members will be responsible for working with a team to case manage youth, coordinate
paperwork, complete site-visits, and provide other assistance as needed. This position
reports to the Program Manager and Youth Development Director.

Duties/Responsibilities:
- Ongoing reporting on program participants’ progress to the Program Manager and Youth
  Development Director
- Participate in the implementation of BGC’s proposal and contract
- Assist in the management and recruitment process of youth participants.
- Place participants in appropriate worksites and manage the worksites throughout the
  summer.
- Coordinate the collection of timesheets for all program participants.
- Responsible for making sure participants’ individual files contain all pertinent
documentation/information.
- Responsible for the timely submission of all pertinent documentation.
- Supervise, coordinate, and conduct the work readiness training for participants.
- Create and implement enrichment activities.
- Assist youth participants to gain access to support services.
- Plan and implement an end-of-summer celebration.

Qualifications:
- Bachelor’s Degree (preferred) in social work, psychology, sociology, public
  administration, or related field
- Experience working with low-income, urban youths
- Strong communication skills
- Computer literacy
- Current (or ability to quickly receive) Act 33/34 clearances
- Access to a car and a valid driver's license
- Case management experience a plus
YouthBuild Education Success Project Leader - Pittsburgh, PA

The mission of YouthBuild USA is to break the cycle of poverty by unleashing the intelligence and positive energy of low-income out-of-school young adults to rebuild their communities and their lives. At YouthBuild programs in America's poorest communities, low-income young people ages 16 to 24 enroll full-time for about a year, during which time they build affordable housing for homeless and low-income people and work toward their own high school diploma or GED while learning leadership skills and internalizing the ethic of service. This VISTA position will be based at Garfield Jubilee Association (GJA), a faith-based, non-profit, community development corporation, which has been instrumental in building 389 housing units. Through these housing developments approximately $225 million have been invested in the City of Pittsburgh's Garfield community. The GJA YouthBuild programs has been in operation since 2007. It enrolls 35 students full-time up to 12 months each year. The students have assisted in building housing units in the Garfield and Hill District communities.

Member Duties: This position in Pittsburgh will help YouthBuild students attain their GEDs through the recruitment of volunteers and mentors. The VISTA will be responsible for developing a volunteer recruitment plan, recruiting & training community volunteers, and implementing a system to monitor and evaluate the volunteer program.

Program Benefits: Choice of Education Award or End of Service Stipend, Childcare assistance if eligible, Living Allowance, Relocation Allowance.

*For details about AmeriCorps VISTA healthcare benefits, please visit http://www.vistacampus.gov/healthcare

Skills:
Community Organization, Computers/Technology, Writing/Editing, Youth Development, Recruitment.

SUMMARY

Program Type: AmeriCorps VISTA

Program: YouthBuild Education Success Project Leader - Pittsburgh, PA

Program Start/End Date: 03/22/2016 - 03/21/2017

Work Schedule: Full Time

Education level: College graduate

Age Requirement: Minimum: 18 Maximum: None

Program Locations: PENNSYLVANIA Pittsburgh

Accepting Applications: From 02/04/2016 To 03/04/2016

Contact: Stephen Dosch
617-741-1271
sdosch@youthbuild.org
Job Posting
Summer Food Program Manager

Earthen Vessels Outreach operates one of Pittsburgh’s most exciting and healthy summer food programs. We prepare breakfast and lunch for over 400 youth daily in our central kitchen, and deliver them to a dozen sites in the East End. Our meals are provided free of charge, and for many children, we are their primary source of food all summer long.

We are hiring a manager for our summer food program to oversee all logistics and operations. It is our hope to find a candidate that can commit to this seasonal position on a long term basis.

Qualifications:
• A strong knowledge and passion for food. Institutional food experience is a plus, but not a requirement. A personal love for food and nutrition is a requirement.
• A strong logistical and problem solving mind. The primary responsibilities of this position involve constantly adjusting schedules, ordering food, and completing menus to sites that are different every day.
• Experience in managing small teams (3-8 people) of varying qualifications.
• A willingness to be flexible and help where needed.
• Availability to work summers on a long-term basis. It is our hope to hire someone who would be a long-term hire – but for summers only.

Job Responsibilities:
• Plan menus - considering nutrition, labor time, transportability, cost and youth acceptance. Develop new menu items with kitchen staff.
• Utilize a software system to plan out ordering, preparation, production and delivery of food.
• Order food from multiple vendors, considering cost of items, prep schedule and available storage.
• Manage ongoing logistics, making changes based upon varying attendance, field trips.
• Train, inspect and retrain food sites and staff to ensure compliance with food safety records keeping, and program requirements.
• Set and adjust employee schedules.
• Conduct a variety of administrative tasks including record keeping, filing paperwork and claims.
• Seasonal schedule runs late May through mid August. Responsibilities that occur while school is in session can be limited to afternoons and evenings.
• Job candidate must be able to pass criminal background checks and be able to work in direct contact with children. A criminal history is not a barrier to employment, but certain convictions come with statutory limitations.

To apply, email resume and qualifications to ryan@evo-pgh.org. Call 412-427-6880 with questions.