

JOB OPENING: Youth Program Leader

Youth leadership position for 16-17 year-old



Our Organization & Mission

Walker's Point Youth & Family Center is a 501(c)(3) non-profit organization, which has provided assistance to Milwaukee area youth and families since 1976. Our mission is to meet the needs of runaway, homeless, and other troubled youth and their families from Milwaukee's diverse communities by providing services to empower youth, help them resolve personal and family problems, strengthen family relationships, and support safe and stable homes.

About the Position

Walker's Point Youth & Family Center seeks a 16-17 year-old who is a self-motivated and team-oriented leader to serve as our Youth Program Leader (YPL). *Desired skills:* strong leadership, organizational, and communication skills; ability to take initiative; flexibility; open-minded about different cultures, beliefs, and identities; and familiarity with using e-mail, Google Docs, and Microsoft Office and Excel.

- ◆ Compensation & Time Commitment: \$8.00/hour – 12 hours per week
- ◆ Dates of Employment: September 1, 2018 – May 31, 2019
- ◆ Training: the YPL will receive a thorough training and orientation, ongoing regular supervision, and professional development opportunities.

Job Responsibilities:

- ◆ Recruitment & Recognition: Recruit and interview prospective teens to volunteer at our emergency youth shelter. Coordinate monthly volunteer recognition and assist with the agency's annual volunteer recognition celebration in the spring.
- ◆ Training: Coordinate and facilitate in the training of teen volunteers and assist the Volunteer Director in adult volunteer training sessions.
- ◆ Supervision & Consultation: Assist with overall supervision of teen volunteers by maintaining volunteer files, coordinating and facilitating teen volunteer meetings, documenting teen volunteer progress, and consulting cooperatively with Volunteer Director and shelter staff.
- ◆ Shelter Care: Assist shelter staff with shelter maintenance, phone calls, resident interaction and supervision, and resident activities.
- ◆ Community Education & Outreach: Assist with agency outreach and participate in community activities promoting the agency.

To Apply: please submit a letter describing your interest in the position and your resume to Ben Hastil via ben.hastil@walkerspoint.org, 414-672-5340 (fax), or 2030 W. National Avenue, Milwaukee, WI 53204. *Applications will be considered as they are received; it is encouraged to apply before July 5th.*



Greater Milwaukee
& Waukesha County

ADMINISTRATION

2030 West National Avenue
Milwaukee, WI 53204-1157
Phone: 414-647-8200
Fax: 414-672-5340

INSIGHTS TRANSITIONAL & SUPPORTIVE HOUSING PROGRAM

2030 West National Avenue
Milwaukee, WI 53204-1157
Phone: 414-647-8200

FAMILY SUPPORT & EMPOWERMENT PROGRAM

2030 West National Avenue
Milwaukee, WI 53204-1157
Phone: 414-647-8200

TEEN CRISIS & RUNAWAY PROGRAM

732 South 21st Street
Milwaukee, WI 53204-1157
Phone: 414-647-8200
Fax: 414-672-5340