



Summer Youth Works! 2017

Job Descriptions

WORK SITES: Cannon Street YMCA • Charleston Promise Neighborhood • Charleston Women's Wellness Center • Cross Community Center • Cross Elementary School • Drayton Hall Preservation Trust • Engineering For Kids • Healing Hara Massage and Wellness • Family Life Center at Mt. Moriah Missionary Baptist Church • Florence Crittenton of SC • JK Gourdin Elementary • City of Charleston • SC Legal Services • Miracle Academy • Palmetto Project • Palmetto Community Action Partnership • Palmetto Youth Connection • SC Works • St. Stephen Elementary • Trident United Way • The Royal Foundation • JW Jagg • Our Lady of Mercy Outreach • Trinity World Wide Outreach Ministries • Mt. Horr Village Summer Camp • South Carolina Legal Service • New Hope Missionary Baptist Church • Lowcountry Food Bank • St. James Presbyterian Church

Cannon Street YMCA

(Youth Summer Camp Counselor)

Location: 61 Cannon St, Charleston, SC 29403

Job Description/Duties: Cooperate with the entire staff to ensure the safety and wellbeing of campers. Assist in the planning of activities that allow all campers to experience success. Maintain a positive working relationship with other staff members and campers in your assigned group. Observe your campers' behaviors, and assess them accordingly. Enforce appropriate safety regulations, and perform routine first aid tasks. It is a requirement that you are willing and able to participate in all physical activities. All other duties will be personally assigned.

Dress Code: Appropriate summer clothing include: modest length shorts, t-shirts, and sneakers. Tank tops with straps wide enough to cover bra straps are acceptable. Torn or vulgar clothing is prohibited.

Florence Crittenton (Administrative Assistant)

Location: 19 Saint Margaret Street, Charleston SC 29403

Job Description/Duties: Greet and assist all visitors. Answer agency phones and direct calls to the correct staff member. Assist the Family Development Program with various assigned tasks. Assist in filing and the organization of office supplies. Ability to photocopy and collate agency outreach documents and other projects as needed. Any and all other office related tasks that are assigned.

Dress Code: Business casual

Charleston Promise Neighborhood

(Administrative Assistant)

Location: 1819 Meeting Street Rd, Suite B, Charleston, SC 29405

Job Description/Duties: Support a variety of activities under the supervision of the Director of Programs. Assist with organizing files. Assemble information packs by subject area. Create binders for Health Literacy sessions. Take inventory of handouts. Prepare packages for community meetings and events. Call parents and community members to invite to events. Conduct follow-up calls with parents and adults. Distribute fliers. Attend meetings and events with other staff and provide additional support as needed.

Skills Necessary: Good verbal communication and interpersonal skills. Basic computer skills and knowledge of MS Office and online communication tools. An interest in the organization's mission. A willingness to learn.

Other Requirements: The position requires a fulfillment of 20 hours per week for six weeks. Management will work with intern to identify best work schedule and is flexible with scheduling. It is anticipated the majority of the work will be performed at the Charleston Promise Neighborhood office.

Dress Code: Business casual

Miracle Academy (Teacher Assistant)

Location: 1019 Bethel Rd, Saint Stephen, SC 29479

Job Description/Duties: Serve as a teacher assistant with the minimum age requirement being age 18+ to work with infants and preschool age children. Assist the classroom teacher with diapering, feedings, bathroom assistance, activities, computer time, outside and classroom activities.

Skills Necessary: Pleasant attitude when working with children, interacting with parents and teachers.

Dress Code: Business casual. No muscle shirts, spaghetti straps, tanks, shorts, holes in jeans. Please wear sneakers or tennis shoes, no open toes or high heels. Minimal jewelry. Minimal make-up.

“Big jobs usually go to the men who prove their ability to outgrow small ones.” - Ralph Waldo Emerson

“Work spares us from three evils: boredom, vice, and need.” - Voltaire

**SC Works Career System
(multiple Administrative Assistant positions in 3 locations)**

Locations: 100 S Highway 52 Moncks Corner, SC 29461 or 1930 Hanahan Rd. Suite 200, North Charleston, SC 29406

Job Description/Duties: Provide administrative and clerical support to SC Works partners and staff. Pull, sort, and file client records in support of partner staff activities. Assist receptionist with client sign-in. Assist customers in resource room with client registration, internet trouble shooting and support, job search support, and more. Compile informational files and packets. Provide support for center events including job fairs, workshops, and partner event.

Skills Necessary: Competent computer skills and basic knowledge of MS Word, Internet Explorer, and web email (Yahoo, Gmail, AOL, etc); "Go get-ter" attitude; able to work in a fast paced environment. Perform all other duties as assigned.

Dress Code: Business casual

**New Hope Missionary Baptist Church
(Administrative Assistant)**

Location: 1434 Ariblerlaw Charleston, SC 29407

Job Description/Duties: Must have the ability to photocopy and organize documents for staff. Must greet and assist all visitors to the church office. Assist in filling and organizing office supplies. Assist with special projects and other related tasks as assigned.

Skills Necessary: Must be courteous, organized competent with computers and have basic knowledge of MS Word, Internet, and email

Dress Code: Business casual

**Drayton Hall Preservation Trust
(Visitor Services Assistant)**

Location: 3380 Ashley River Road, Charleston SC 29414

Job Description/Duties: Assist with basic site operations, providing coverage for Drayton Hall admissions and museum shop as needed. Basic math and cash handling skills required. Ability to work outdoors. Some lifting and manual labor required. Assist with preparation and clean-up of special events and programming. Other duties as assigned. Candidate should be professional in appearance, prompt, and attentive to details and directions.

Dress Code: Business Casual

**St. Stephen Elementary School Summer Camp
(Youth Summer Camp Counselor)**

Location: 1053 Russellville Rd, St. Stephen, SC 29479

Job Description/Duties: Cooperate with the entire staff to ensure the safety and wellbeing of campers. Assist in the planning of activities that allow all campers to experience success. Maintain a positive working relationship with other staff members and campers in your assigned group. Observe your campers' behaviors, and assess them accordingly. Enforce appropriate safety regulations, and perform routine first aid tasks. All other duties will be personally assigned.

Necessary Skills: Project Pride will provide you with CPR training. It is a requirement that you are willing and able to participate in all physical activities.

Dress Code: Appropriate summer clothing including: modest length shorts, t-shirts, and sneakers. Tank tops with straps wide enough to cover bra straps are acceptable. Torn or vulgar clothing are prohibited.

Trident United Way

(Administrative Assistant positions in 2 locations)

Location: 325 E Main St., Moncks Corner, SC 29460 and 6296 Rivers Avenue, North Charleston SC 29406

Job Description/Duties: Answer agency phones and direct calls to the correct staff member. Ability to photocopy and collate agency documents and other projects as needed. Perform all other duties as assigned.

Skills Necessary: Competent computer skills and basic knowledge of MS Word, Internet Explorer, and web email (Yahoo, Gmail, AOL, etc)

Dress Code: Business Casual

**Healing Hara Massage and Wellness
(Administrative Assistant)**

Location: 209 Stallville Loop, Summerville, SC 29485

Job Description/Duties: Greet and assist all visitors. Answer phones and direct calls to the correct staff member. Assist staff members with various assigned tasks. Assist in filing and the organizing. Photocopy documents. Provide support for special events. Any and all other office related tasks that are assigned.

Necessary Skills: Competent computer skills and basic knowledge of MS Word, Internet Explorer, and web email (Yahoo, Gmail, AOL, etc)

Dress Code: Business casual

**Palmetto Youth Connection
(Administrative Assistant)**

Location: 1930 Hanahan Rd , N. Charleston SC 29406

Job Description/Duties: Answer agency phones and direct calls to the correct staff member. Perform all other duties as assigned.

Necessary Skills: Ability to photocopy and collate agency documents and other projects as needed. Competent computer skills and basic knowledge of MS Word, Internet Explorer, and web email (Yahoo, Gmail, AOL, etc)

Dress Code: Business casual

Miracle Academy

(Administrative Assistant)

Location: 1019 Bethel Road, St. Stephen SC 29479

Job Description/Duties: Answer agency phones and direct calls to the correct staff member. Perform all other duties as assigned.

Necessary Skills: Ability to photocopy and collate agency documents and other projects as needed. Competent computer skills and basic knowledge of MS Word, Internet Explorer, and web email

Dress Code: Business Casual

Palmetto Community Action Partnership

(Administrative Assistant)

Location: 1069 King Street, Charleston SC 29403

Job Description/Duties: Assist in the internal and external correspondence. Confirm client assistance appointments and verify documents needed. Prepare files for client assistance while keeping all files organized with proper documentation. Answer all department calls. Retrieve and log messages.

Order and retrieve office supplies and equipment. Collect client success stories and maintain clients' files. Assist clients with applications and other referrals. Compile daily contact logs and check for completion before submission. Promptly attend staff meetings, support and participate in agency functions. Maintain and submit a bi-weekly attendance log. Other duties as assigned by Coordinator.

Dress Code: Business Casual

Charleston Women's Wellness Center

(Administrative Assistant)

Location: 5319 Parkshire Way, Charleston SC 29418

Job Description/Duties: Fielding phone calls. Filing and data entry. May assist with overflow work from administrative and executive assistants and fill in for the office receptionist as needed.

Dress Code: Scrubs (a uniform voucher will be provided upon hire)

Trinity World Wide Outreach Ministries

Location: 977 King St. Charleston, SC 29403

(Camp Counselor)

Job Description/Duties: Monitor assigned youth group behavior and assess them accordingly. Work closely with senior camp staff to ensure the safety and wellbeing of all campers. Offer assistance with planning activities that encourage learning and fun for the campers. Must be able to participate in all physical activities. All other duties as assigned

Dress Code: Appropriate summer clothing.

Respectable length shorts, t-shirts and sneakers

(Administrative Assistant)

Job Description/Duties: Greet all customers and clients of the church via phone or in person. Be able to file, use a photocopier. Must be able to create binders, organize documents. Must be able to scan and use computer. Having MS Office skills is a plus. Courtesy is a must.

Dress Code: Business casual

Mt. Horr Village Summer Camp

4360 Highway 174 Yorges Island, SC 29449

(Camp Counselor)

Job Description/Duties: Monitor assigned youth group behavior and assess them accordingly. Work closely with senior camp staff to ensure the safety and wellbeing of all campers. Offer assistance with planning activities that encourage learning and fun for the campers. Must be able to participate in all physical activities. All other duties as assigned

Dress Code: Appropriate summer clothing.

Respectable-length shorts, t-shirts and sneakers

(Administrative Assistant)

Job Description/Duties: Greet all customers and clients of the church via phone or in person. Be able to file, use a photocopier. Must be able to create binders, organize documents. Must be able to scan and use computer. Having MS Office skills is a plus. Courtesy is a must.

Dress Code: Business casual

Palmetto Project

(Administrative Special Projects Assistant)

Location: 6296 Rivers Ave, Suite 100, N. Charleston SC 29406

Job Description/Duties: Maintains office operations by receiving and distributing communications; maintaining supplies and equipment; picking-up and delivering items; serving customers.

Dress Code: Business Casual

JK Gourdin Elementary School (Administrative Assistant)

Location: 1649 Hwy 49, Pineville, SC 29468

Job Description/Duties: Greet and assist all visitors. Answer agency phones and direct calls to the correct staff member. Assist staff members with various assigned tasks. Assist in filing and the organization of office supplies. Photocopy and organize agency documents and other projects as needed. Provide support for special events. Any and all other office related tasks that are assigned. **Dress Code:** Business Casual

“Don't be afraid to give your best to what seemingly are small jobs. Every time you conquer one it makes you that much stronger. If you do the little jobs well, the big ones will tend to take care of themselves.”
- Dale Carnegie

JW Jagg, LLC

(Summer Assistant)

Location: Location Varies. See Special Notes.

Job Description/Duties: Drilling holes. Gathering electrical material. Pulling wires. Installing lights. Installing receptacles, switches, cover plates, etc.

Dress Code: Comfortable work clothes

Required Tools: Lineman pliers, flat and Phillips head screwdriver (will be provided by Palmetto CAP upon hire)

Special Notes: Applicant must have reliable transportation. Palmetto CAP will provide gas vouchers to assist in transportation costs.

City of Charleston

(Special Assistant)

Location: 50 Broad St Charleston, SC 29401

Job Description: You will work under the direct supervision of the assistant to the Mayor. You must be professional at all times. Have a willingness to handle changes and work independently to complete tasks. Must have sharp computer skills as well as verbal communication skills.

South Carolina Legal Services

(Administrative Assistant)

Location: 2803 Carner Ave N. Charleston, SC 29405

Job Description: Will assist in conducting internal and external correspondence. Confirm client assistance appointments and validate all required documents needed for the appointment. Answer all agency phone calls and be able to delivery detailed clear messages to all staff. Must have excellent communication skills and knowledge of MS Office.

Dress Code: Business casual

Our Lady of Mercy Community Outreach

Location: 1684 Brownswood Rd, John's Island, SC 29455

(Administrative Assistant)

Job Description/Duties: Will complete general office responsibilities such as but not limited to filing, copying and data entry. Will assist with the set ups for meetings and events. Assists with identifying materials for use in social media updates & expanding outreach. Assist with special events such as the back to school extravaganza. Help with compiling reports and program evaluations.

Special Notes: Applicants should be current college students.

Dress Code: Business casual

The Royal Foundation

Location: 4761 Luella Ave, N. Charleston, SC 29405

(Administrative Assistant)

Job Description/Duties: Will complete general office responsibilities such as but not limited to filing, copying and data entry. Will assist with the set ups for meetings and events. Assists with identifying materials for use in social media updates & expanding outreach. Assist with special events such as the Back To School Extravaganza. Help with compiling reports and program evaluations.

Special Notes: Applicants should be current college students

Dress Code: Business casual

(Summer Camp Assistant)

Job Description/Duties: Provide consistent support to ensure staff to student ratio. Coordinates with the instructors to assist with children who will need to be escorted to established sites in the building. Work alongside the instructor and assistant to offer extra classroom support for special activities. Assist with transport of snacks, and meals for classrooms as needed. Support children as they develop reading, language arts, mathematics, and social skills needed for the school setting.

Special Notes: Applicants should be current college students

Dress Code: Appropriate summer clothing. Respectable-length shorts, t-shirts and sneakers

Our Lady of Mercy Community Outreach

Location: The Neighborhood House (in the Our Lady of Mercy Catholic Church Parish Hall)

77 & 79 America Street, Charleston, SC 29403

(Camp Assistant)

Job Description/Duties: Provide consistent support to ensure staff to student ratio. Coordinates with the instructors to assist with children who will need to be escorted to established sites in the building. Work alongside the instructor and assistant to offer extra classroom support for special activities. Assist with transport of snacks, and meals for classrooms as needed. Support children as they develop reading, language arts, mathematics, and social skills needed for the school setting.

Dress Code: Appropriate summer clothing. Respectable-length shorts, t-shirts and sneakers

“Every experience in your life is being orchestratedated to teach you something you need to know to move forward.” -*Brian Tracy*

**Engineering for Kids
(Summer Camp Program Assistant)**

Location: Location varies. See Special Notes.

Job Description/Duties: Assist with check-in and check-out procedures on opening and closing days of camp sessions, and conducting daily attendance. This may include interacting with families and campers as they check in. Process camp paperwork. Assist teachers during 3-hour class sessions. Serve as camp historian by interacting with campers and staff to record photos and videos of camp activities and camper/staff interactions. Help gather and organize materials for upcoming class sessions. Assist with summer registration duties. Data entry into summer camp database. Making and taking phone calls. Sending communications to participating families. Other administrative duties as assigned.

Special Notes: Applicants must be at least 16 years old. Experience working with children preferred. Must be able to pass a criminal background check. Excellent verbal and written communication skills required. Applicant must have reliable transportation. Palmetto CAP will provide gas vouchers to assist in transportation costs.

Dress Code: Company-issued polo or t-shirt, black/khaki/jean bottoms. Hair must be clean, dry and neatly arranged. Headbands around the forehead are prohibited. In accordance with health regulations, employees should not wear excessive jewelry. Jewelry worn on the hands should be kept to a minimum. No caps or hats.

**St. James Presbyterian Church (U.S.A)
(Summer Camp Special Assistant)**

Location: 1314 Secessionville Rd., Charleston, SC 29412

Job Description: Assist the administrative, maintenance and summer camp staff members in duties as assigned. Cooperate with staff in fulfilling assignments. Other duties as personally assigned. May be required to lift or move items. Maintain a positive working relationship with all staff members and others. Attend training and meetings when needed.

Special Notes: Will be required to work in a variety of positions throughout the church and various church ministries.

Dress Code: Appropriate dress wear for work assignment which includes no shorts; showing midriff or underwear, flip flops or t-shirts other than those assigned by the summer camp.

**Cross Elementary School
(Administrative Assistant)**

Location: 1325 Ranger Drive, Cross, SC 29436

Job Description/Duties: Greet and assist all visitors. Answer agency phones and direct calls to the correct staff member. Assist staff members with various assigned tasks. Assist in filing and the organization of office supplies. Photocopy and organize agency documents and other projects as needed. Provide support for special events. Any and all other office related tasks that are assigned.

Dress Code: Business Casual

**Cross Community Center
(Summer Camp Counselor)**

Location: 1690 Old Hwy 6, Cross, SC 29436

Job Description/Duties: Cooperate with the entire staff to ensure the safety and wellbeing of campers. Assist in the planning of activities that allow all campers to experience success. Maintain a positive working relationship with other staff members, parents and campers in your assigned group. Observe your campers' behaviors, and assess them accordingly. Enforce appropriate safety regulations, and perform routine first aid tasks. All other duties will be personally assigned.

Necessary Skills: Palmetto CAP's Employment and Education Services department will provide you with CPR training. It is a requirement that you are willing and able to participate in all physical activities.

Dress Code: Appropriate summer clothing including: modest length shorts, t-shirts, and sneakers. Tank tops with straps wide enough to cover bra straps are acceptable. Torn or vulgar clothing are prohibited.

**The Family Life Center at Mt. Moriah
Missionary Baptist Church**

Location: 7396 Rivers Ave, N. Charleston, SC 29405

(Summer Camp Assistant)

Job Description/Duties: Provide consistent support to ensure staff to student ratio. Coordinates with the instructors to assist with children who will need to be escorted to established sites in the building. Work alongside the instructor and assistant to offer extra classroom support for special activities. Assist with transport of snacks, and meals for classrooms as needed. Support children as they develop reading, language arts, mathematics, and social skills needed for the school setting.

Special Notes: Applicants should be current college students

Dress Code: Appropriate summer clothing. Respectable-length shorts, t-shirts and sneakers