

## Summer Youth Worker

### **JOB SUMMARY:**

Higher Ground Youth Worker performs work on their plan co-created by supervisor and youth and is responsible for collaborating with their team. This also includes supporting all aspects of the Higher Ground mission and vision.

### **REPORTS TO:**

This position reports to the assigned supervisor.

### **DEPARTMENT QUALITY MEASUREMENT GOALS:**

These are the areas of responsibility that specify quality measures to be implemented using the continuous improvement cycle. All areas are of equal importance and are NOT listed according to priority. Priority will be determined by their supervisor:

- Life Skills-Based: Time management- Willingness to arrive on time and reach deadlines on time. Communication- Ability to communicate with a team about role, deadlines, and progress. SMART qualities- Strategic, Mindful, Agile & Aware, Resilient, and Trauma-Responsive
- Mission-Based: (Higher Ground Mission: To EMPOWER one life at a time to REACH, TRANSFORM, and ELEVATE their community through love and building character).
- Role-Based: TBD by Supervisor and Youth Worker (specific to projects)

### **POSSIBLE RESPONSIBILITIES:**

- 1) External Team
  - a) Marketing & Media- Social media, videos, graphic design, email marketing, etc.
  - b) Research & Policy Work- Research educational climates, legislation, and compare/contrast current/best practices
  - c) External Event Planning- Email/phone coordination, inventory of supplies, and gathering necessary materials
- 2) Internal Team
  - a) Internal Event Planning - Training, Email coordination, google calendar management, inventory of supplies, gathering necessary materials
  - b) Office support and management - project management software, organization inventory, filing, scanning, form generation, calendar management, training support, data entry

**QUALIFICATIONS:**

- Age Requirements: 15 years - 17 years
- Volunteer Requirements: Minimum of 40 hours volunteer experience is ideal
- Work Experience: Previous work experience preferred, volunteer experience can replace work experience

**THIS POSITION IS IDEAL FOR SOMEONE WHO DEMONSTRATES:**

- Strong cross-cultural and generational awareness and sensitivity
- Passion for the community to move from poverty mentality to development
- Creative and Eloquent communicator
- Passion to serve
- High Skills in Human and Personal Relations
- High Ethics
- Strong Loyalty to Higher Ground
- **Keen ability to relate to all ages, races, cultures, backgrounds, and beliefs.**

**WORKING CONDITIONS:**

- Willing to work in office or remote
- For events/training: Ability to lift 25 lbs and willingness to set up for events and clean up from events.
- Ability to attend in-person or virtual meetings, regular email and Asana communication within a 24 hour period, and clear communication of working-abilities/boundaries
- Ability to meet or communicate about all expected deadlines. Ability to receive and improve on constructive feedback.

**Salary:** \$13.84/hr

**Job Type:** 40 hrs per week