



Community Empowerment Association, Inc.

7120 Kelly St.

Pittsburgh, PA 15208

phone: 412-371-3689

fax: 412-371-0792

www.ceapittsburgh.org

JOB DESCRIPTION

Title: Youth Supervisor (Tier 1: Career Exploration)

Status: 32 hours per week

Community Empowerment Association

Community Empowerment Association (CEA) was founded in 1993 in order to establish an organized, structural approach to address the specific needs of at-risk youth and families in distressed, marginalized communities. Our mission is to restore, reclaim and transform distressed communities through strategic planning, collaboration, advocacy, education, and training. Through our actions, we amplify your voice and experience, authenticate your capability and power, and uplift our culture and life experiences. Our five core beliefs of empowerment, representation, cognitive development/storytelling, ambition, and resilience guide everything we do.

Job Summary

Project Focus: Basketball Tournament Development & Career Exploration

The Tier 1 Youth Supervisor guides 14-year-olds through their first professional experience. This role focuses on "Learning to Work" by using the development of a community basketball tournament as the primary vehicle for career exploration. You will mentor youth in understanding how sports management, marketing, and event logistics translate into long-term careers. A pivotal part of this program will involve exploration to different locations such as colleges, manufacturers, and other partnering organizations and businesses.

Tier-Specific Responsibilities

- **Curriculum Leadership:** Lead the "Hoops & Heritage" (or similar) curriculum, teaching youth the basics of event planning, bracket logistics, and sports officiating.
- **Branding & Digital Literacy:** Guide youth in using Canva to create tournament flyers, jersey designs, and social media graphics. Oversee the creation of a "Tournament Countdown" social media campaign with coordinator involving social media designed engagement.
- **Technical Instruction:** Facilitate workshops on Google Sheets for tracking team registrations and equipment inventory.
- **Soft Skill Development:** Develop and manage worksites, team meetings, youth curriculum, focusing heavily on social capital and the importance of workplace education for first-time workers.

- **Curriculum Development:** Ability to take a project (Basketball) and map it to PA Career Education and Work (CEW) standards.
- **Mentorship Mindset:** A "patience-first" approach to correcting first-time mistakes in a way that builds confidence rather than discouragement.

Administrative & Case Management

- **Documentation:** Collect, track, and analyze attendance data; manage the collection of weekly timesheets for the Site Supervisor.
- **Evaluation:** Prepare regular progress reports and assessments to measure the growth of youth "Work Readiness" skills.
- **Cross-Team Support:** Act as a "Co-Pilot" for the other Tier Supervisor; while you lead your specific curriculum, you provide active supervision and conflict mediation for the entire cohort together.
- **Safety & Compliance:** Manage worksites to ensure safe working environments
- **Event Coordination:** Manage the day of logistics for the final Basketball Tournament and co manage the Documentary Screening for tier 2 youth.

Skill Requirement

- **Technical Skills:** High proficiency in **Canva**, Google Workspace, and document management
- **Experience:** Previous experience working with low-income, urban youth; case management experience preferred.
- **Clearances:** Current Act 33/34 clearances.
- **Mobility:** Access to a car and a valid driver's license is preferred
- **Vision:** A dedication to social justice and a desire to transition into a year-round role within youth workforce development.

How to Apply

Qualified candidates should send a cover letter and resume to adavis@ceapittsburgh.org. **Subject Line:** Youth Supervisor