JOB ANNOUNCEMENT

Title: Summer Youth Counselor
Status: 30 hours per week (June – August 2021)
Salary: $13/hour
Positions: 4
Send resume to: adavis@ceapittsburgh.org

Job Summary

The Summer Youth Counselor will work to assist youth employees, ages 14-21, in completing assigned job tasks. Staff members will be responsible for working with the youth participants, coordinating paperwork, completing site-visits, and providing other assistance as needed.

Responsibilities include, but are not limited to:

- Ongoing reporting on program participants' progress
- Assist in the implementation of CEA’s proposal and contract in accordance with the guidelines set forth by Partner4Work
- Assist in the management of youth participants.
- Manage worksites throughout the summer in order to assure safe working environments
- Conduct the work readiness training for participants.
- Assist in the creation and implement enrichment activities.
- Assist youth participants to gain access to support services.
- Assist in the planning and implementation of a year-end celebration.

Education/Experience Requirements

- Bachelor's Degree (preferred) in social work, psychology, sociology, public administration, or related field
- Experience working with low-income, urban youths
- Strong communication skills
- Strong computer literacy and digital organizing skills, and social media marketing expertise
- Current (or ability to quickly receive) Act 33/34 clearances
- Access to a car and a valid driver's license preferred
- Case management experience a plus