



Philadelphia Youth Commission

1401 John F. Kennedy Blvd, Floor 16, Room G, Philadelphia, PA 19102

Position Title	Fun Safe Philly Summer Coordinator (AmeriCorps VISTA)
Salary	<ul style="list-style-type: none">• \$12,312 annual living allowance before taxes• If year completed, VISTA is eligible to receive \$5,775 Segal Education Award or \$1,500 End-of-Service stipend
Additional Benefits	<ul style="list-style-type: none">• Free SEPTA transportation pass• Healthcare allowance• Professional development opportunities as a member of the SERVE Philadelphia VISTA Corps
Term	Year-long position beginning November 21, 2015
Hours	Monday-Friday, 9am-5pm
Deadline	October 2, 2015

Summary

The Philadelphia Youth Commission seeks a team member to support the implementation of the Fun Safe Philly Summer initiative. This position involves promoting youth summer programming, coordinating free summer meals outreach, and planning events. The Fun Safe Philly Summer Coordinator must have a deep interest in improving opportunities for Philadelphia's most vulnerable youth; feel comfortable working in partnership with community members; be organized, hard working, and proficient at event planning; and possess strong writing skills.

Background

In 2012, Mayor Michael A. Nutter launched the Fun Safe Philly Summer initiative with a joint mission to connect young people to free summer programming and to increase participation in the USDA-funded free summer meals program. Managed since Summer 2013 by a full-time AmeriCorps VISTA, Fun Safe Philly Summer works closely with Philadelphia's broad network of summer meal and programming providers toward the common goal of keeping young people active, healthy and hunger-free during the break from school. Over the past couple of years, Fun Safe Philly Summer has expanded its mission to include promotion of summer employment opportunities for teens and young adults.

During the 2015-2016 year, the Fun Safe Philly Summer Coordinator will build on the achievements of the previous three years by connecting more youth with summer programs, increasing participation in the summer meals program, and providing better resources for young people seeking summer jobs and internships. The VISTA will also be responsible for developing a sustainability plan for the Fun Safe Philly Summer in the hopes of establishing a permanent youth summer programs coordinator position within the City of Philadelphia government. Goals and performance metrics are established for the position

and the Fun Safe Philly Summer Coordinator is responsible for tracking progress toward those outcomes.

Responsibilities

Summer Programs: The VISTA will build partnerships with local organizations to develop a database of free and low-cost summer programming opportunities focused on education, healthy eating, and/or physical activity. The VISTA will then share these opportunities via the City's youth programs website, social media, and printed materials. Furthermore, the VISTA will plan a series of free drop-in events throughout the summer to provide additional opportunities for youth engagement. The planning for these events will involve soliciting donations, planning activities, and managing all supplies, volunteers, and timing involved with the execution of each event.

Summer Jobs: The VISTA will take the role of lead organizer for the Mayor's annual teen summer job fair. The VISTA will serve as the primary contact for all employers and youth registered to attend the fair, lead meetings throughout the year with a working group tasked with designing the 2016 fair, and oversee all details of the execution of the event.

Summer Meals: The VISTA will work to increase (1) the number of free summer meal sites operating in Philadelphia and (2) the number of youth participating in the free summer meals program. In order to do this, the VISTA will lead quarterly meetings with coalition of stakeholders in the city's free summer meals program, design and share outreach materials, and direct the activities of a team of Summer VISTA Associates tasked with conducting on-the-ground outreach during the summer months to spread awareness of the free summer meals program. The VISTA will work to improve the quality of summer meal service by helping meal site supervisors to integrate activities and programming into their sites as well as by fielding complaints submitted by residents with regard to the summer meals program.

This opportunity is ideal for those with a deep interest in improving opportunities for Philadelphia's most vulnerable youth and a background/interest in event planning, community outreach, and public service. The ideal candidate is collaborative, enthusiastic, creative, and has a strong work ethic.

Ideal candidates are also excited about the prospect of working within the Philadelphia Youth Commission and engaging Youth Commissioners to share input on summer programming efforts. The Youth Commission serves as a collective voice for youth and young adults of the City of Philadelphia. Commissioners speak at public hearings to reflect the youth perspective and work with the City, non-profits, community organizations and private entities to develop strategies to improve the lives of Philadelphia's youth. The Commission also advises the Mayor, City Council, Philadelphia Schools and other key decision makers inside and outside of city government.

Specific Duties

- Website and social media management
- Event planning
- Drafting press releases and reports
- Facilitating meetings with partners and stakeholders
- Grant writing
- Developing outreach strategies
- Recruiting and managing volunteers
- Researching innovative practices in other jurisdictions

Qualifications

- Bachelor's degree required.
- Background/interest in public service, community outreach, project management, event planning.
- Excellent writing, project management, critical thinking, computer and social media skills.
- Highly organized individual with strong interpersonal skills and attention to detail.
- Proven ability to successfully multi-task and think independently and quickly to produce results.
- Professional demeanor, high level of discretion and a good sense of humor.

Required Competencies

- **Organization** – Can manage multiple activities at once and successfully prioritize tasks
- **Communication** – Possesses strong writing and editing skills
- **Approachability** – Is easy to interact with; builds rapport easily; is a good listener
- **Eagerness to Learn** – Is able to accept feedback and adjust accordingly
- **Drive for Results** – Can be counted on to exceed goals; pushes self for results
- **Professionalism** – Is able to work comfortably in an office setting
- **Commitment** – Is passionate about improving the well-being of all Philadelphians

How to Apply

Visit the [AmeriCorps website](#) to apply online.