Description of duties for the Summer At City Hall position

This position oversees the program summer at city hall. SACH operates during the summer months for 6-7 weeks and has the following purpose and objectives

**Students gain 21st century work skills, interest and tools to be civically engaged, and bring youth voice to real city issues**

**Objectives:**

* To have students learn about how local government operates
* To ignite students interest to be civically involved in making their community better
* To have students experience advocating for a change in their neighborhood and reflect on how advocacy skills can be used by the students in their daily lives
* To have students complete a service project and reflect on the impact that project has on the student and the community
* To have students explore and experience careers in city government, gain work experience and reflect on how this program impacts their course and college choices

**Responsibilities of the coordinator: Oversee and coordinate all aspects of SACH:**

* Maintain partnerships with the school districts to secure funding, gain agreements on program parameters ( term, credits, recruitment, attendance policies) and clarify city versus school district roles and responsibilities
* Recruit, hire and supervise returning youth to the program, including the training and preparation of the returning youth from January-May, and their oversight from June-august
* Coordinate regular planning meeting with all partners prior to the program and once a week during the program
* Develop the project budget and seek funding from the city and districts
* Coordinate with NSD on all facility logistics, internship placements, student recruitment, summer breakfast and food logistics
* Coordinate with NSD and district staff on student recruitment and selection- application forms, application process, acceptance letters, interviews, recruitment plan and implementation
* Coordinate with NSD and school district, and prepare if needed, attendance policies, field trip forms, behavior policies and other required forms students will need to sign to participate in SACH
* Coordinate with Districts to interview and hire teachers for the program by January 2014, and to recruit assistant teaches for each classroom
* Take the lead in working with teachers to revise and revamp curriculum from last year, meeting regularly with teachers from Feb-May to do this revision.
* Finalize the teacher curriculum binders and needed handouts, and provide handouts to NSD to copy in advance of the class
* Identify needed speakers and field trips, and coordinate with city and district to arrange for the speakers and field trips
* Determine the internship parameters and work with the city to recruit intern placements for students, and student and supervisor evaluations of the internship experience
* Ensure teachers are making site visits to interns. Handle or delegate the handling of internship placement problems
* Coordinate the intern supervisor orientation with NSD , attend this orientation and present on the purpose of SACH and its learning objectives
* Attend the program daily, do class observations each day, coordinate all daily logistics with NSD, helping out as needed to make the program work
* Develop and oversee the program evaluation, including intern supervisor, teacher, student evals and debrief meetings with the planning team
* Write thank you notes to all speakers and intern supervisors
* Work with teachers and NSD to coordinate graduation from the program( agenda, invitations, logistics, budget, food, certificates, video)
* Arrange a social media presence for SACH and work with returning youth and students to update the social media aspects of SACH( video’s, pictures, facebook, other)
* Help develop a SACH alumni group and coordinate a twice a year alumni event
* Coordinate the SACH Camp, developing a workplan, getting partners of SACH to buy in, securing the facilities, funding, staffing and developing the curriculum, to make camp possible and connected to the overall class goals
* Continue to seek funding for SACH to maintain and grow the program
* Coordinate with the schools to develop a field session during the school year for classes that want to do site visits to city hall to have students learn about local government