



BE A PART OF A TEAM MAKING A DIFFERENCE
SUMMER EXPERIENCE OPPORTUNITY AT UNITED WAY OF THE TRI-VALLEY AREA - STIPEND

PO Box 126, 218 Fairbanks Rd., Farmington, ME 04938
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Stipend Position Title: Summer Experience Program Assistant

Site Location: United Way of the Tri-Valley Area, 218 Fairbanks Rd., Farmington, ME and some community involvement with the students

Site Supervisor: Nichole Ernest, Community Resource Coordinator

Period of Engagement: July and August, 2019

Compensation: \$11.00/hour up to 88 hours

Description: This new stipend opportunity exposes the right person to an opportunity to lead a GEAR UP-funded Summer Experience. Two cohorts of 12 students each will come to United Way, July 22nd-July 26th and July 29th-August 2nd to *learn and grow through Community Service*. This is an opportunity to expose students going into 8th and 9th grades to community resources, help them develop critical skills (presentation skills, communication skills, project management and more), visit a college campus, and implement a Day of Impact based on their own idea and learn that they can have a voice and can make a difference. The Program Assistant will be exposed to a diverse array of opportunities that United Way is engaged in and will help the students become familiar with many aspects of the non-profit sector.

Responsibilities:

- Orientation and training
 - Target outcome: Attend one orientation session
 - Target outcome: Identify community resources and goals of the Summer Experience Program
- Assist in running the Summer Experience: Leadership and Growth Through Service
 - Target outcome: supervise up to twelve 8th/9th grade students
 - Target outcome: adhere to the Summer Experience schedule
 - Target outcome: assist students in their efforts to identify a need, develop a solution and implement the solution, adhering to their budget

Expectations:

- Successfully pass a background check. * if one has not already been done
- Have experience with students of this age group.
- Become familiar with United Way Community Impact Areas
- Provide a written summary of the experience and offer feedback / suggestions for improvement.
- Work with supervisor for up to 8 hours prior to Summer Experience Sessions to understand expectations, schedule and flow of the week.
- Ask questions as needed so site supervisor can provide appropriate support.
- Be passionate about meeting United Way's mission and goals and helping the students do the same.

Qualifications:

- Strong communication skills (verbal and written)
- Ability to supervise, motivate and assist students entering 8th and 9th grade
- Ability to work independently and as a member of a team
- Good organizational skills
- Good communication skills
- Attention to detail
- Ability to accept constructive feedback

Application Process: Contact United Way directly at 207-778-5048 or email volunteer@uwtva.org. Interested candidates will be interviewed and selected prior to July 1st, 2019.

5.3.19