

## POSITION DESCRIPTION

### *Associate Director, Civic House University of Pennsylvania*

#### OVERVIEW

Reporting to the Director of Civic House, the Associate Director oversees the development, administration, and evaluation of programs that support University of Pennsylvania students' involvement with the neighborhoods and agencies of West Philadelphia and other communities. The Associate Director will assist in communicating with community agencies, in promoting community involvement, advocacy and service-learning among Penn students, in advising students and student organizations, and in office administration. During the academic year, position requires availability during several evenings and occasional weekends.

#### SPECIFIC DUTIES

##### West Philadelphia Tutoring Project

- Coordinate recruitment, orientation, regular training, and assignment of all volunteer tutors;
- Develop and implement comprehensive training program for tutors and Executive Board members;
- Conduct planning and follow-up visits to schools, evaluating progress of Project;
- Supervise Executive Board members, who serve as liaisons with tutors and Project schools;
- Maintain records of all tutoring activities, and prepare regular reports and updates on Project;
- Coordinate transportation system for tutors;
- Promote and assist with special events related to the Project;
- Overseeing background check process, and;
- Organize Site Coordinators' meetings as needed.

##### PennCORP (Penn Community OutReach Program)

Provide community involvement opportunities and educational experiences for selected incoming first-year students consistent with Civic House values and mission, orient in-coming students to Civic House, West Philadelphia and local community involvement opportunities. Specific responsibilities include:

- Overseeing recruitment, selection, training of PennCORP staff;
- Supervising PennCORP staff;
- Overseeing management, administration, implementation and evaluation of PennCORP Program;
- Providing guidance and support to PennCORP student staff;
- Serving as a resource for curriculum development, and;
- Facilitating and presenting training sessions.

### Public Interest Careers Programming

- Develop and implement programs that provide opportunities for interested students to learn about non-profit internship and career opportunities and strategies for securing such positions;
- Administer Civic House Public Interest Internship Funds, including application and selection functions as well as logistical and developmental support for students who receive funding;
- Oversee all aspects of Civic House Philadelphia Nonprofit Internship Program (CHPNIP), including curriculum planning and facilitation, and supporting Director in process of securing future support for the program;
- Facilitate opportunities for current students to interact with Penn Alumni and other relevant staff members in local and global non-profit organizations;
- Advise individual students about non-profit internship and career opportunities appropriate to their interests and skills as necessary.

### Student Group Advising

- Work directly with assigned CHAC member organizations, providing advising and support throughout the academic year;
- With other Civic House staff, provide advice and support to other individual students and student organizations involved in community service and related activities.

### Civic House Programming

- Work with other staff and students toward developing and implementing programs in support of Civic House's mission. Programs will include, but not be limited to:
  - Volunteer Orientation, Training, and Reflection
  - Collaborative events with other campus and community organizations
- Assist with a variety of other programs, including but not limited to the Penn Civic Scholars Program, Martin Luther King Commemorative events, and Alumni programming.

### Other Duties

- Assist in hiring, training, and supervision office work-study students, and other part-time staff;
- Work with Director and other staff in a variety of other areas, including:
  - Developing and implementing short- and long-term programmatic goals;
  - Coordinating new projects and programs;
  - Establishing and maintaining relationships with community agencies and other University offices, and student groups, and;
  - Preparing office publications, including newsletters, brochures, and other public relations and training materials.
  - Developing and Maintaining areas of the Civic House website and other social media

### **QUALIFICATIONS:**

BA/BS required, Master's degree in Education, Social Work or related discipline preferred plus 2-3 years of related experience or equivalent combination of education and experience; professional level involvement in higher education community service learning activities, work with community-based organizations, and/or student development work. Deep understanding of social issues related to community involvement and advocacy work in an urban setting. Background working with urban

schools, including teachers, students, and administrators is desirable. Applicants must be able to demonstrate high level of initiative, as well as strong speaking, discussion facilitation, and writing skills, and proven organizational and program planning skills. Demonstrated commitment to diversity and to working with college students. Basic computer skills required (Windows platform), including word processing and database use; experience with additional software and with navigating and creating internet-based resources helpful. During the academic year, position requires availability during several evenings and occasional weekends.

#### **NON-DISCRIMINATION POLICY STATEMENT**

The University of Pennsylvania values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status or any other legally protected class status in the administration of its admissions, financial aid, educational or athletic programs, or other University-administered programs or in its employment practices. Questions or complaints regarding this policy should be directed to the Executive Director of the Office of Affirmative Action and Equal Opportunity Programs, Sansom Place East, 3600 Chestnut Street, Suite 228, Philadelphia, PA 19104-6106; or (215) 898-6993 (Voice).