



## **JOB DESCRIPTION FOR FIELD SUPERVISOR**

### **Program Overview**

The goal of this project is to identify opportunities and gaps in services for youth in Maryvale. Field Supervisors will coordinate and supervise a group (minimum of 10 youth) in the mapping of services, people and organizations in the Maryvale neighborhood. Field Supervisors will be overseen by the Community Youth Mapping Coordinator.

### **Tasks**

- Abide by the Community Youth Mapping Code of Conduct and understanding of Discipline Procedures.
- Coordinate geographic areas to be covered each day.
- Conduct data entry after data collected each day.
- Debrief each day with Youth Mappers to ensure quality data collection and youth reflection.
- Maintain a high standard of successful role modeling for youth that reflects enthusiasm, creativity, flexibility, and activities that are fun and educational.
- Record and maintain fields and records as directed.
- Provide program feedback for improvement and community response.
- Aid in the identification of youth resource needs within the community.
- Perform duties under the supervision Youth Mapping Coordinator.
- Assist with the training of Youth Mappers.
- Perform any other work related duties as assigned.

### **Knowledge, Skills, and Abilities**

- Feel comfortable and have experience working with youth.
- Ability to understand and follow oral and written instructions.
- Ability to analyze facts, maintain records, prepare reports, and exercise sound judgment.
- Ability to establish and maintain effective working relationships with program leaders, fellow staff, youth participants, and the public.

### **Schedule**

- Mapping begins on Friday June 15 and end on Friday August 3.
- Work schedule will be Monday- Friday 7:30am-2:30pm. Youth Mappers schedule is 8:00am-2:00pm. Friday's will be enrichment days and no mapping will occur.



### Schedule (cont'd)

- Required to attend half-day on-site training to cover day-to-day operations, working with young people, documentation through daily debriefings, as well as familiarity with the project tools. This training will take place on **June 12, 2018 from 9:00am-1:30pm**. This training will take place prior to the training for Youth Mappers.
- Required to attend two-day onsite Youth Mapper training on life and soft skill development, world of work skills, team building, and specific strategies to successfully collect, enter and analyze data. This training will be **June 13-14, 2018 from 9:00am-3:00pm**.
- Required to attend a 90 minute Parent Orientation on **June 12, 2018 from 5:30-7:00pm**.

### Compensation

- Field Supervisors will receive a \$3,000 stipend in the form of a Visa gift card for successful completion of the project

### Program Contact:

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