



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF EMPLOYMENT SERVICES
OFFICE OF YOUTH PROGRAMS
Marion Barry Youth Leadership Institute
Job Description

Program Assistant

The Marion Barry Youth Leadership Institute (MBYLI) is a four level, year-round leadership training and development program for young people in the District of Columbia, ages 14-19. The MBYLI training model emphasizes practical hands-on experience and embraces a holistic approach to developing leaders of the 21st century. The summer training component runs June 27, 2016 – August 5, 2016 on a university campus in the District of Columbia, providing an optimal environment for 350 participants.

During the summer training component, youth in the District of Columbia will engage in training designed to develop their leadership development and employability skills. The youth are case managed through skill assessments in preparation for the upcoming academic year and the School Year Program (SYP) component of MBYLI.

Responsibilities

The Program Assistant position requires excellent verbal and written communication skills to be utilized for the advancement of MBYLI and each level. Program Assistants are responsible for, but not limited to:

- Inspiring and facilitating participant growth in leadership development
- Know each participant individually
- Creating a meaningful summer experience for every participant
- Promoting civic engagement, community service, self-confidence, and self-esteem
- Assisting trainers in creatively implementing MBYLI curriculum
- Ensuring supplies are available for trainers and participants
- Compiling and distributing all required training materials
- Mediating participants needing assistance while trainers are facilitating training
- Co-leading a minimum of one training per week
- Constructively working as part of a team unit
- Attending all daily staff meetings
- Chaperoning all service learning, offsite, and overnight residential experiences
- Effectively communicating with co-workers, supervisors, parents, and youth
- Productively following instructions
- Proactively displaying a willingness to learn
- Ethically handling & administering sensitive data (sign-in, time & attendance processing, etc.)

Qualifications

- High school diploma or GED
- 18-24 years of age
- Registered and certified in MBSYEP 2016
- District of Columbia Government issued background check

Availability

- June 27, 2016 – August 5, 2016