



MARION BARRY YOUTH LEADERSHIP INSTITUTE

JOB DESCRIPTION FOR 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 a holistic approach to developing leaders of the 21st century. Conducting the summer training component from June 25, 2018 to August 3, 2018 on the campus of a university in the District of Columbia provides an optimal environment for MBYLI to service over 350 participants.

During the Summer Intensive Training (SIT) component, youth in the District of Columbia engage in training designed to advance their leadership development and employability skills. The youth are case managed through skill assessments for their performance during the SIT and in preparation for their eligibility for the School Year Program (SYP) component of MBYLI.

Staff Responsibilities:

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

- Inspire and facilitate participant growth in leadership development
- Know each participant individually
- Create a meaningful summer experience for every participant
- Promote civic engagement, community service, self-confidence, and self-esteem
- Assist trainers in creatively implementing MBYLI Curriculum
- Ensure supplies are available for trainers and participants during training
- Compile and distribute all required training materials
- Mediate participants needing assistance while trainers are facilitating training
- Co-lead a minimum of four training sessions per week
- Constructively work as part of a team unit
- Attend all daily staff meetings
- Chaperon all service learning, offsite, and overnight residential experiences
- Effectively communicate with co-workers, supervisors, parents, and youth
- Productively follow instructions and display willingness to learn
- Assist in writing SIT Case Notes
- Ethically handle & administer sensitive data (signing-in, time & attendance processing, etc.)
- Other duties as assigned

Qualifications:

- Registered and Certified Status with the 2018 MBSYEP
- High School Diploma/GED
- District of Columbia Government issued Background Check (Tentatively Selected Candidates)

Availability

- Potential Orientation: June 18, 2018- June 22, 2018
- Tour of Duty: June 25, 2018 - August 3, 2018