



Job Description for
Chicago Public Library Summer Internships Site Supervisor

Division: Programs

Reports to: Program Specialist

Classification: Non-exempt

Department: Programs

Supervises: After School Matter Summer Interns @
Chicago Public Library

Last Revised: 2/22/2016

After School Matters is a nonprofit organization that offers Chicago public high school teens high quality, out-of-school-time opportunities to explore and develop their talents, while gaining critical skills for work, college, and beyond. Our hands-on, project-based arts, science, sports, technology, and communications programs are delivered at Chicago public high schools, at community locations throughout the city, and downtown at Gallery 37 Center for the Arts.

Summary of Position:

The Chicago Public Library Summer Internships Site Supervisor will be responsible for facilitating and monitoring day-to-day logistics of the Junior Cyber Navigator Internship, Cyber Teen Internship, and Summer Challenge Internship programs across two regions (north-central or south-central). The Site Supervisor will conduct site visits and provide reports and recommendations to ensure the success of the programs. The Site Supervisor will be After School Matters staff's main contact at Chicago Public Library and, therefore, responsible for handling and coordinating all After School Matters-related activities and programs.

This temporary, part-time position lasts from June 20th through August 19th. Supervisors will work 16 hours a week from June 20th – July 8th. Supervisors will work 20 hours a week from July 11th – August 19th.

Major Duties and Responsibilities:

After School Matters Summer Challenge Interns, Junior Cyber Navigator Interns and CyberTeen Interns work under Cyber Navigators and Chicago Public Library staff on a wide range of duties, including – but not limited to - assisting with programs and delivering services to children, teens and adults.

Overall Program Management:

- Plan and facilitate an orientation for selected teens and parents before the program start date to collect teen documentation, review program expectations and answer any relevant questions;
- Troubleshoot any problems or issues that arise during the program session;
- Act as the main contact for teens' parents regarding programmatic and program award inquiries and forward any unrelated issues to the appropriate parties;
- Assist Chicago Public Library staff with managing participants including dropping teens from programs when necessary and consistent with the instructor/liason manual;

- Conduct regular program site visits at every internship site and complete weekly reports for Chicago Public Library and After School Matters administration.
- Maintain weekly check-ins and regular email and/or phone communication with Chicago Public Library and After School Matters administration.
- Verify that complete attendance is entered on Cityspan at the close of each week for every internship

Files and Storage

- Collect and securely maintain individual teen files with all the submitted teen documentation required for enrollment along with all paper attendance rosters;
- Enroll applicants and maintain teen checklist online;
- Update internship interview notes for every teen applicant (including those not hired as interns)
- Collect documents from teens/parents on or before the first day of programs and keep in individual files

Award Administration:

- Using the documentation collected, confirm the accuracy of teen information;
- At the close of the program session, collect daily attendance sign-in sheets from the appropriate Chicago Public Library staff and file alongside teen documentation;
- Receive live payroll checks from After School Matters and ensure timely delivery to teens.

Supervisory Responsibilities:

- After School Matters Administrative Intern
- After School Matters Junior Cyber Navigators, CyberTeens and Summer Challenge Interns

Physical Demands:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to lift up to 50 pounds occasionally.
- Must be willing to travel to and from library branches to conduct site visits with teen interns each week and every day, Monday-Thursday.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is not exposed to weather conditions.
- The noise level in the work environment is usually moderate.

Knowledge, Skills and Abilities:

- Strong communication and customer service skills
- Ability to maintain confidential information and securely handle checks
- Strong attention to detail and organizational skills
- Reliability

Qualifications:

- Bachelors degree in Education or a related field
- Prior experience mentoring or teaching teens in an informal or formal educational setting
- Knowledge of 21st century skills necessary for teen success in the workforce
- Valid Illinois Driver License, access to a vehicle, and geographic knowledge of City of Chicago area required

How to Apply:

Please send a cover letter detailing your past relevant experience working with teens and resume to teenservices@chipublic.org . Please use the subject line "ASM-CPL Internships Site Supervisor."

EEO:

After School Matters is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, sex, sexual orientation, gender identity, disability, protected veteran status, military discharge status, age, marital status, parental status, or source of income.