
REVEALING EXCEPTIONALLY AMAZING LEADERS

R.E.A.L



“VAN BUREN CHARTER TOWNSHIP SUMMER YOUTH PROGRAM.”

“All labor that uplifts humanity has dignity and importance and should be undertaken with painstaking excellence.”



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Age groups 14-26 for 2019

WE ARE HIRING FOR THE FOLLOWING POSITIONS

- (1) Field Supervisor
- (3) Managers
- (3) Leaders
- (9) CA/CIT

Application Packets are available May 1, 2019 here at the Human Resource Office
46425 Tyler Road Van Buren Charter Township, Michigan 48111

Deadline June 14, 2019 must include work permit to be reviewed.

Those Chosen will attend Interviews June 25, 2019 or June 26, 2019 (Does not compete with the any school schedules) Students will work both as Camp Counselors and Community Ambassadors during the week.

Educational Focus for 2019 will be Math, Science and Technology (mentors, speakers and activities in the works)

- Students must have their own transportation to and from work.
- Transportation to and from worksites and trainings are provided by program.

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AS FACILITATORS OF THE VAN BUREN CHARTER TOWNSHIP SUMMER YOUTH JOB PROGRAM, VAN BUREN CHARTER TOWNSHIP AGREES TO:

- Perform a Pre-assignment inspection of any and all work-sites
- Provide appropriate Adult supervision over 18 years of age
- Provide coaching and problem resolution to participant
- Ensure timely payroll
- Not have the participant work overtime for any reason
- Provide a minimum 30-minute break after 5 hours of work
- Review all written job descriptions
- Provide sufficient tools and equipment to safely complete tasks of no expense to participant

BY VOLUNTARILY PARTICIPATING IN THE VAN BUREN CHARTER TOWNSHIP SUMMER YOUTH JOB PROGRAM, PARTICIPANTS ARE REQUIRED TO:

- Display acceptable work habits
- Have reliable transportation
- Provide proper employment documentation from school
- Have the ability to acquire and apply basic work skills
- Follow all rules set forth by Van Buren Charter Township Management
- Demonstrate regular and consistent attendance throughout the entire six-weeks



Van Buren Charter Township will provide all necessary and reasonable safety and work training for program participants. We will review and evaluate the participants work habits and task accomplishments closely to give them the maximum work experience possible. This will include morning coffee breaks for discussion for prior day's accomplishments and schedule for the current day's work activity. "Lunch and Learn" sessions will be conducted every week by local corporations, mentors and speakers as training in areas of leadership and community outreach, as well as introductions to careers in Corporate America.

Habits such as coming to work early is good training for real work employment, as being on time can be viewed as being late. We will account for all time and attendance. We encourage all participants to incorporate timeliness in their toolbox of success.

In both private, as well as public sector, you experience an environment that consists of employees in Management and employees that are part of a union. This program will give participants a glimpse into how that dynamic works in a positive manner.

Van Buren Charter Township will comply with all applicable laws regarding displacement of currently employed workers, and refrain from involving participants in any lobbying, political, religious or union activities.

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Van Buren Charter Township will provide job opportunities to eligible students ages 21-26 earning **\$17.50** hourly, 20 hours a week. (3) Open Positions to be filled.

The six week program is designed to provide youth participants with the opportunity to develop marketable skills in a REAL work environment..

Youth Community Manager

- Must have a degree or currently enrolled in an approved degree program in child development and psychology, education or communication. A history of teaching in middle or high schools is a plus.
- Must be at least 21 years of age with a valid license and CDL designation plus a clean driving record. The manager oversees the REAL program and activities with community outreach. Students assist with yard work for citizens within the area as well as in the Parks and Recreation summer camps as assigned. This work helps the students flourish by providing much needed assistance to those that are in serious need or just having fun for the summer. The manager will also be responsible for transporting the students to each site.
- Manager will be responsible for scheduling each week's appointments with the citizens and camp leads and providing feedback to Director. Attendance throughout the entire six week program is a must. July 9-August 15

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Van Buren Charter Township will provide job opportunities to eligible youth ages 16-18 earning **\$12.50** hourly.
(3) Open positions to be filled

The six week program is designed to provide youth participants with the opportunity to develop marketable skills in a REAL work environment. Students will work in dual roles starting in 2019 as Community Ambassadors (CA's) and Camp Counselors in Training (CIT's) during the three (3) day work week. Students are guaranteed 20 hours a week.

Job Description Community Ambassador and Camp Counselor in Training Team Leaders

Under the general supervision of the Human Resource Director or their designee, the employee (student) will be responsible for performing all duties of both the community ambassador and camp counselor, not one or the other in a leader role assisting the managers daily. The following describes the general nature of work to be performed and it's not to be construed as an exhaustive list of job duties.

This position is reserved for students who have shown leadership skills within the program from the prior years.

- Assistance in performing yard work, blight removal, light maintenance, trash to curb clean up throughout Van Buren's residential areas including subdivisions and manufactured home communities.
- Assist in supervision of children during hours of camp on designated days.
- Attend meetings as necessary.
- Assist with any problems that may arise in the field or at camp as needed.
- Perform other related duties as assigned by the Director or his/her designee.
- Demonstrate regular and predictable attendance throughout the six weeks. July 9th – August 15th

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Van Buren Charter Township will provide job opportunities to eligible youth ages 14-18 earning **\$10.50** hourly.
(9) Open positions to be filled

The six week program is designed to provide youth participants with the opportunity to develop marketable skills in a REAL work environment. Students will work in dual roles starting in 2019 as Community Ambassadors (CA's) and Camp Counselors in Training (CIT's) during the three (3) day work week. Students are guaranteed 20 hours a week.

Job Description Community Ambassador and Camp Counselor in Training

Under the general supervision of the Human Resource Director or their designee, the employee (student) will be responsible for performing all duties of both the community ambassador and camp counselor, not one or the other. The following describes the general nature of work to be performed and it's not to be construed as an exhaustive list of job duties.

- Assistance in performing yard work, blight removal, light maintenance, trash to curb clean up throughout Van Buren's residential areas including subdivisions and manufactured home communities.
- Assist in supervision of children during hours of camp on designated days.
- Attend meetings as necessary.
- Assist with any problems that may arise in the field or at camp as needed.
- Perform other related duties as assigned by the Director or his/her designee.
- Demonstrate regular and predictable attendance throughout the six weeks. July 9th – August 15th

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Van Buren Charter Township will provide job opportunities to eligible students ages 21-26 earning **\$21.50** hourly. 20 hours a week. (1) Open Position to be filled.

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Groundskeeper

- Must be at least 21 years of age with a valid license and CDL designation plus a clean driving record. The groundskeeper oversees the REAL program in relations to teaching the students how to properly maintain yards and landscape. The employee will also be responsible for transporting all equipment and power tools to the work sites.
- Must be able to maintain grounds of work site properties using hands, power tools or equipment. Worker will typically help and instruct students on mowing, trimming, planting digging and some mulch laying. Attendance throughout the entire six week program is a must. July 9-August 15

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Program Design

Morning Coffee Breaks

Each morning the students and youth manager will go over the prior day's work accomplishments. This time will be used to give constructive feedback and review the current day's assignments.

Lunch and Learn Sessions

Students will experience what it is like to go to workshop conferences to enhance their knowledge of the job. These sessions are 60- minute luncheons given once every week, where they will visit different organizations. The process will allow students to learn about corporate careers and the skills needed to thrive and stand out in the workforce.

