



## We're Hiring!

**Position Available:** HandsOn Tomorrow™ Summer Youth Program Facilitator

**Position Type:** Part-time and Seasonal - Bay Area California based. Onsite requirements (not a remote position).

**Position Purpose:** [HandsOn Tomorrow](#)™ is HandsOn Bay Area's premier service-learning summer program for high school-aged youth taking place in June, July & August 2024. Reporting to the Director of Program Design and working alongside the Youth Programs Coordinator, the Youth Program Facilitator will work to create a fun and rewarding experience for our youth leaders. The 6 weeks of programming will comprise 4 two-week cohorts that will each visit five deserving nonprofits with a diverse set of mission statements to execute high-impact volunteer projects. Between projects, the Youth Program Facilitator will lead reflection on the social issues each nonprofit is dedicated to combating, and explore new and creative approaches to inspiring volunteerism and improving our community!

### Position Responsibilities

We are seeking an *energetic & enthusiastic* individual to lead, support, and empower our teens to enhance their skills through volunteer service and project leadership in 4 different Bay Area regions - Palo Alto, East Bay Area, San Jose and San Francisco. Official dates and times included at [www.handson tomorrow.org](http://www.handson tomorrow.org).

Youth Program Facilitator will:

- Guide a group of 15-20 teens (aged 13-17 years old) through this two-week program and encourage their excitement about service and volunteer leadership.
- Develop and implement the HandsOn Tomorrow curriculum, which details creative and interactive leadership development activities, as well as thought-provoking, issue-based education related to the missions of our nonprofit partners.
- Facilitate thoughtful and culturally aware conversations and activities that support youth in thinking critically about social issues addressed throughout the program.
- Provide caring and responsible facilitation for all registered youth, as well as excellent customer service for parents/guardians by answering questions and appropriately responding to concerns.
- Support Event Specialists with setting up and leading volunteer projects.
- Report all feedback to the Youth Programs Coordinator and work with staff to achieve highest possible satisfaction from our volunteers and their parents/guardians.

### Responsibilities of Programs Team

The Youth Program Facilitator will also be part of the Programs Team, assisting as needed in keeping our volunteer supply warehouse and volunteer project deliveries running smoothly.

- Be experts on high quality volunteer experiences for our volunteer projects.
- Establish best practices and develop/revise resources for our various categories and types of volunteer projects that we offer.

- Contribute to trainings for HandsOn Bay Area Staff who act as project leaders on our volunteer projects, ensuring that each staff member has the appropriate training to meet the needs of our various volunteer projects.
- Ensure staff is well-equipped to educate volunteers on the work of our partners and the cultural sensitivities required to work in such a space.
- Provide expertise and guidance to fellow staff members as they are developing and planning their volunteer projects and answer questions they may have.

### **Time Commitment: April 15 - August 9, 2023**

- Timeline of hours per week:
  - April 15 - 30 (25 hrs)
  - May 1 - June 1 (~25 hrs/week)
  - Jun 3 - August 3 (35-37 hrs/week)
  - August 5 - 9 (9 hrs)
- Scope of work:
  - Project training & support - April 15 - 30
  - Orientation & Training - Week of April 15th
  - Four weeks lesson planning prep - Weeks of May 1 - June 1
  - Leading Four 2-week cohorts - June 3th, 2024 - Aug 3th, 2024
    - Monday through Friday, 8:30am-3:30pm to lead cohort
      - Potentially four Saturdays 10am - 2pm as needed and budget allows
    - Specific community partner locations to be confirmed by end of April
    - Cohort dates listed at [handsontomorrow.org](https://handsontomorrow.org)
  - One week to close out session, send thank-yous, and collect & report feedback to Youth Programs Coordinator - Week of Aug 5

### **Responsibilities of all HandsOn Bay Area Staff**

- Embrace HandsOn Bay Area's mission and core values.
- Be ambassadors for HandsOn Bay Area in the community.
- Support the fundraising efforts of the organization.
- Act as leaders on HandsOn Bay Area corporate service projects as necessary.
- Occasionally work in our warehouse to organize and package supplies for volunteer projects and assist with supply delivery/retrieval.

### **Requirements:**

- 21 years of age or older.
- Experience working with youth.
- Enthusiasm to organize and lead in-person large group volunteer projects.
- Fun and energetic demeanor in person and professional phone and email demeanor.
- Detail oriented. Able to multi-task with flexibility to work in a fast-paced, team-driven environment.
- Familiarity with the tech apps that we use (or ability to adapt to them quickly): Slack, Salesforce, and Google Suite (Gmail, Calendar, Drive, Sheets, Docs, and Slides).
- Have a valid driver's license or the ability to travel to remote sites across the bay area.
- Experience in providing positive supervision/mentoring for volunteers at project sites, a plus.
- Experience with gardening, painting, or construction is a plus, but not necessary.
- Ability to lift and carry event supplies and load them into our fleet.

### Traits:

- A team player who can also work independently AND have fun!
- Interested in nonprofit work and believes in the value of community service.
- Ability to connect with teens to motivate them and get excited!
- Energetic, "camp counselor" energy is a plus!
- Comfortable facilitating conversations about environmental and social issues.
- Patient and resourceful when it comes to problem solving.
- Organized, likes attention to detail, good time-management skills.
- Handy with basic project budgeting.

HandsOn Bay Area is committed to making diversity, equity, and inclusion part of everything we do. Bring your true self. Uniqueness is powerful!

### Salary Range

\$25.00 - \$25.25/per hour. Includes the following benefits:

- PTO Accrual - 1 sick hour earned for every 30 hours worked per San Francisco Paid Sick Leave Ordinance
- Technology Stipend (\$45/month)
- Health Insurance Stipend (\$100/month)
- Possible Travel Stipend

### Important Info/Dates

This position will be filled as soon as possible and applications will be reviewed on a rolling basis. Apply right away if you are interested!

### Apply Now!

Email a cover letter and resume to [jobs@handsonbayarea.org](mailto:jobs@handsonbayarea.org). We will accept applications and conduct interviews on a rolling basis.

Include the following email subject line: *HandsOn Tomorrow Program Facilitator - [insert your last name here]*.

1. Address the following in your cover letter: Why is it important for youth to be exposed to a service-learning curriculum and experience?

# HandsOn Bay Area's Mission and Core Values

## Mission

People Helping People™

### About Us

HandsOn Bay Area creates awesome volunteer projects to connect companies and people like you to schools, parks and nonprofits that need your help.

HandsOn Bay Area volunteering projects address critical community issues such as hunger and homelessness, the environment, youth development and more. Each year, we mobilize 27,000+ volunteers to help 250+ local schools, parks and nonprofits with over 69,000 hours of volunteer support.

[Check out one of our videos for an example of our work.](#)

## Core Values

HandsOn Bay Area works to make positive change in our community while modeling an organizational culture that allows all team members to succeed. We strive to uphold the following values in all that we do.

- **High-Quality Programming**

HandsOn Bay Area provides high-quality experiences that fuel further action. High quality is the lens for all of our partners - volunteers, agency partners and corporate partners. If we let someone down, we will work to make it up to them as quickly as possible.

- **Service Unites**

HandsOn Bay Area believes that the challenges and issues that we as humans face in the world can be met and improved through the powerful human connections created by service. We are guided by Dr. King's profound statement - "Everyone can be great because everyone can serve." Service is the path by which we can all take part in the healing of our world.

- **Corporate Social Responsibility**

HandsOn Bay Area believes that corporate partners can be positive contributors in the community. We seek to guide and direct the energy of our corporate partners to do good by creating high quality programming rooted in the real need of the community.