



**POSITION TITLE:** BRIDGES Staff: Logistics and Coordination Team (LCT) Member Bridge Builders® Leadership Conferences, Grade 11.

**REPORTS TO:** Bridge Builders® 11<sup>th</sup>-12<sup>th</sup> grade Leadership Conference Coordinator

**BRIDGE BUILDERS LEADERSHIP CONFERENCE OVERVIEW:** BRIDGES unites and inspires diverse young people to become confident and courageous leaders committed to community transformation. As a part of the Bridge Builders® COLLABORATE program, 1,100 students in grades 7-12 will connect with other youth from across the mid-south during week-long summer Leadership Conferences. The Bridge Builders® program uses experiential learning and adventure-based education to provide experiences that are both transformative and empowering for youth.

**POSITION DESCRIPTION:** The LCT is responsible for the preparation and logistics of program components for the 11<sup>th</sup> grade Conference. Members manage set-up of experiential learning and adventure-based education activities, assist in daily operations and serve as role models and adult support to youth participants. Members will learn the principles behind adventure education and the experiential learning cycle and will receive in-depth training in the Bridge Builders® program model and curriculum. Members will serve from May 31, 2017, to July 29, 2017, and are required to attend pre-service orientation, Stewards of Children training and CPR/First Aid training. Please see Conference Dates and Hours below for reference. The Logistics and Coordination Team Member will receive the following pay rate (before taxes): \$60.00 per day during training and \$60.00 per day during conference. Part-time; summer only.

**\*MANDATORY ATTENDANCE TO BEGIN WORK:**

<b>Pre-Service Orientation:</b>	May 22, 9:00 am -12:00 pm or 1:00 pm – 4:00 pm
<b>Stewards of Children:</b>	May 23, 9:00 am – 12:00 pm
<b>CPR/ First Aid Training:</b>	May 24, 9:00am - 12:00pm

**CONFERENCE DATES AND HOURS:**

**Training and Preparation for Conference:**

May 31	8:00am – 12:00pm (noon)
June 5	8:00am - 6:30pm
July 3	8:00am – 6:30pm
July 5 - 8	8:00am – 6:30pm

**Junior Conference Sessions:** July 10 – 14; July 17 – 21; July 24 - 28

<b>Days/Times for Conference Sessions:</b>	Monday:	8:00 am - 6:30 pm
	Tuesday – Thursday:	8:00 am – 6:30 pm
	Fridays:	8:00 am – 8:00 pm

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Be a positive role model for the students, exemplifying respect for others, open-mindedness, and a dedication to social justice and youth empowerment. Maintain a high level of professionalism at all times.
2. Set-up, maintain and breakdown equipment for adventure education activities.
3. Chronicle the Bridge Builders® experience through photographs, video and written narrative; create slideshow and blog to be used during induction ceremonies and for external audiences.
4. Monitor groups during Conference breaks and engage with students one-on-one and in group activities.
5. Guide Conference tours for visitors, donors and partners; provide overview of Bridge Builders® program and methodology.
6. Ensure, with the guidance of the Bridge Builders® Conference Coordinator or Assistant Conference Coordinator, that risk management procedures are implemented and followed during Bridge Builders® programming.
7. Record daily hours and activity log on member timesheet according to time sheet policy.
8. Maintain paperwork and logs as directed.
9. Wash, dry, and return t-shirts to the Bridge Builders® daily.
10. Punctually and thoroughly perform all assigned duties as indicated on the conference schedule.
11. Seek ways to help other Logistics and Coordination Team Members and staff.
12. Report any problems or concerns to the Bridge Builders® Conference Director or Assistant Conference Director.
13. Other reasonable duties as assigned by Bridge Builders® Conference Coordinator and/or Assistant Conference Coordinator.
14. Maintain professional boundaries with staff, AmeriCorps members and conference participants as outlined in but not limited to the BRIDGES Youth Program Staff Employee Handbook, Staff/Student Protocol form and the Sexual Harassment Handout. Violation of boundaries with students, staff or AmeriCorps members will result in immediate discipline up to and including dismissal.

**ESSENTIAL QUALIFICATIONS/STRENGTHS:**

1. Must have graduated high school. Bachelor's degree from an accredited college/university preferred, or an equivalent combination of education and experience.
2. Original social security card required for E-verify.
3. Possess a genuine interest, knowledge and passion for working with a diverse population of adolescent youth and adults so that their unique assets are recognized and developed.
4. Value diversity and seek out opportunities for self, staff, volunteers and program participants to interact and learn in diverse settings.
5. Have enthusiasm for coaching and developing the strengths and skills of program participants.
6. Detail oriented with ability to multi-task while maintaining high quality accountability measurements and documentation.
7. Is a lifelong learner and exhibits this in his/her life.
8. Good communication (verbal and written), interpersonal and leadership skills.
9. Must have reliable transportation (public or private) and be at work on time every day.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is occasionally required to stand, walk, run, sit (in chairs and/or on the ground); use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch; talk and hear. The employee must occasionally lift and/or move 20 to 25 pounds unassisted and 75 pounds assisted. Specific vision abilities required by the job include close vision, distance vision.

**SERVICE ENVIRONMENT:** Approximately 90% of the time is spent outside in the summer heat and humidity while engaged in high energy activities. Outdoor activities continue in the rain and are only moved inside if lightening and/or thunder accompany the rain. On at least one if not more occasions, summer staff members accompany summer conference participants on a five (5) mile city trek; trek is made in the heat and humidity. The noise level can become quite high when working with and/or around a large group of adolescent youth. Summer staff members need to be aware of and not be offended by the smell produced by a large group of individuals who have been outside in the heat participating in high-energy activities.

In compliance with applicable law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the positions.

**HOW TO APPLY:**

Apply online at [www.bridgesusa.org/summerpositions](http://www.bridgesusa.org/summerpositions). Cover letter and resume are required. Application deadline is Tuesday, February 28, 2017. For additional information about BRIDGES and the Bridge Builders® program, please visit [www.bridgesusa.org](http://www.bridgesusa.org).

**EOE – M/F – V/H**

I certify that there is nothing that would prevent me from performing the duties as outlined above. I understand that my position and continued employment depend on the availability of funding.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Director Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

Revised 1.31.2017