



Phillips Brooks House Association Summer Urban Program



2010 Director Packet

who we are – job description – application

Deadline: November 6, 2009

Got Questions? Need more info? Contact sup@pbha.org

What is SUP?

PBHA's Summer Urban Program (SUP) is a network of twelve community-based day-camps located throughout Boston and Cambridge. Together the camps serve more than 900 low-income youth, including campers (ages 6-13) and Junior Counselors (high school students). Each day during the seven weeks of camp, campers spend the morning hours participating in literacy, math and academic enrichment activities, and go on exploratory or recreational field trips in the afternoon

What makes SUP special?

Long-term Community Partnership: Our camps have been running for 20+ years! We work with parents and other community agencies year-round to ensure that camps serve community needs as fully as possible.

College Students Serving Communities: SUP camps are run and staffed by students from Harvard College and other universities across the country. Their excitement and enthusiasm create a great atmosphere at camp, and undergraduates grow as leaders—in service and in life!

Directors are in charge of ensuring all aspects of their program's fiscal and programmatic integrity. Directors are responsible for staff hiring and supervision, fundraising and budget management, program development, and ultimately, working with children and their families.

Senior Counselors have the exciting opportunity to develop a curriculum that relies on their own passions as individuals and share that passion with their campers for seven weeks. In a classroom with 10 kids, SC work very closely with children and their parents to ensure positive summers.

Junior Counselor Program: SUP camps employ 90 high-risk high-school youth as JCs. Most JCs grew up in the camps and therefore carry much of the institutional knowledge of the camps and the communities you work in making them one of the most important parts of SUP. Our focus on positive youth development ensures that teens stay safe, have a positive first work experience, and grow as leaders in their communities. Many go on to become Senior Counselors and Directors. SCs and JCs are expected to work together to develop curriculum and manage their classrooms; taking on a mentor-mentee relationship. Leaders! directors work very closely with the JCs from 2-3 camps to ensure that their experience with SUP is meaningful by serving as a liaison for the JCs to the SCs and Directors.

The Phillips Brooks House Association is committed both to serving our constituents and to developing our students. Ultimately, we strive for social justice through service. It is our philosophy that true change requires a multidimensional approach including both direct service and advocacy. Towards that effort, SCs and Directors have the opportunity to participate in a "political-track" and/or a "health advocacy-track". This program will allow counselors interested in politics and law or public health and medicine to tailor their summer experiences more closely to their specific needs. The counselors will benefit from an increased understanding of the political process or health advocacy work. The SUP program will also benefit through an increase in advocacy on key issues affecting our communities. Furthermore, this track will benefit the SUP program by developing lasting partnerships with Boston communities. Building upon the strengths of SUP, we also hope to advocate with communities on the pressing issues affecting our constituents.



SUP 2010: Director Job Description

The summer program director is responsible for (1) preparing for summer programming, (2) general administration and running of camp operations, and (3) completing follow-up work the following fall. Director responsibilities include, but are not limited to, fundraising, publicity, devising an overall camp curriculum and field trips schedule, community relations, staff recruitment, staff supervision, financial management, coordination of transportation, teamwork with the SUP director committee, and compliance with all relevant PBHA, Harvard University, city, and state licensing and safety policies.

A summer director's commitment lasts from the date of hiring until all work needed for the close out of camp operations is completed (finishing the final report of the program, beginning the fundraising process for the upcoming summer, and hiring a replacement director). This period lasts roughly from December 2009 to December 2010. The salary for a summer camp director will be no less than \$4,000 for 9 weeks of summer operation (2 weeks of staff training and 7 weeks of camp). Note that significant additional volunteer efforts are expected and required during the fall and spring terms for preparation and follow-up. Directors attend SUP Director Committee Meetings, held weekly throughout the spring, fundraising meetings, monthly PBHA Cabinet meetings, and must support SUP and PBHA-wide efforts.

It should be understood that persons serving as SUP directors during the school term assume these paid positions beginning in mid-June at the start of Senior Counselor training. However, term time positions are of a volunteer nature.

SUP DIRECTOR TIMELINE

November 6th, 2009: Director Applications Due

Turned in electronically to sup@pbha.org

November 9th-20th, 2009: First-round Director Interviews

Learn more about SUP as a whole, meet with SUP central leadership

November 21st- December 3rd: Second-Round Director Interviews

Interview with individual camps

January 29th- May 7th, 2010: Weekly SUP Committee Meetings

SUP Director Committee Training; Make all preparations for the summer.

May 22nd-June 12th, 2010: SUP Planning Intensive

Directors complete all preparations for the camp (housing provided through Harvard). One week off for vacation time.

June 7-13th, 2010: Director Week

Directors receive last training, prepare for staff arrival.

June 14-27th, 2010: Senior Counselor Training

Senior Counselors Arrive for SUP Training.

June 28-August 13th, 2010: Camp!

Work full-time on site as camp director

August 14-20th, 2010: Director Week

Reconvene with your co-director and the SUP Director Committee to complete final reports and hire new directors.



The Job: Expectations and Benefits

For former directors, SUP is the most demanding and most rewarding job they've ever experienced. The overview below gives just a taste of the diversity of tasks that directors tackle and the rewards they reap.

EXPECTATIONS & BENEFITS

- Receive 40+ hours of training in non-profit leadership and management
- During the summer, receive housing and a \$4000 stipend
- Commit to a full year of service [December 2009– December 2010]
- Tackle the logistics
- Become intimately acquainted with the administrative details of running a non-profit, from organizing meals and field trips to registering campers.
- Put together comprehensive plans for daily field trips including transportation camp activities.
- Implementing day-to-day activities with coordination of your staff.
- Explore curriculum design, child development and education themes
- See your vision in action!
- Vision! Build on the camp's history to create seven weeks of exciting summer programming
- Design and run an interview and hiring process.
- Gain incredible experience building a team and supervising a staff
- Work with amazing young leaders from across Boston.
- Hire and manage a staff of twenty.
- Learn the ins and outs of grant-writing, individual donation appeal and fiscal responsibility.
- Create and manage an over \$40k budget
- Fundraise \$20,000
- Make contacts with Boston youth workers and organizations, parents and other community members.
- Get to know a new area of the city – learn about local resources, spend time immersed in a new community.
- Connect with Community leaders and parents
- Be a powerful role model
- Know you made a difference!



Who We're Looking For

Running a summer camp is an enormous job. SUP Directors, with the support of PBHA's experienced staff and officers, are responsible for every step of the process, from start to finish. Every year, young leaders from across Boston step up and exceed our wildest expectations.

Expectations and Benefits:

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SUP DIRECTORS ARE.....

Passionate about social justice.

Committed to ideals of public service.

Dedicated to building powerful programming for urban youth.

Intensely prepared to work hard under pressure and fight for beliefs.

Energetic and eager to dive into hands on, experiential learning.

Thoughtful reflective and introspective, people who think before they act.

Leaders who can imagine perfection without losing sight of reality

Multi-taskers who work with peer, kids, parents, community members



2010 Director Application

Please submit Part 1 of the application online at the link below. You can also find a link at our website, www.sup.pbha.org. The priority deadline for applications is **5 PM on November 6, 2009**. Applicant interviews will take place in November, and positions will be filled on a rolling basis. It is in the applicant's interest to complete and return the application as soon as possible.

*****ALL APPLICANTS ARE ENCOURAGED TO ATTEND AN INFORMATION SESSION AND/OR A ONE-ON-ONE MEETING BEFORE SUBMITTING AN APPLICATION.*****

Part 1- please submit online at www.sup.pbha.org. This section is primarily basic personal information.

Part 2- please email to sup@pbha.org or turn in physical copy into the SUP PGO mailbox at PBHA

Resume: Please attach a one-page resume, which should mention your prior PBHA, public service, and summer camp experience, and/or related work or volunteer experience you have.

Letter of Reference: Please attach one letter of reference from someone familiar with your leadership skills, public service experience, and/or work with children.

Essay Questions: Please answer the following questions, in no more than two pages total.

1. What characteristics, experiences, and abilities do you have which would help you be an effective summer director given the wide range of duties and extensive workload that come with the job? Please elaborate specifically on strengths and experience in program design, children's education, community organizing, and fundraising.
2. In addition to running a particular camp, summer directors are also expected to cooperate and help with PBHA- and SUP-wide efforts. How might you help to make sure SUP as a whole runs well besides ensuring the excellence of your own program? Do you have any experience in leading one group while working closely with other similar groups that might be relevant?
3. Please describe any experience you have with managing staff in any context and what kind of approach you would use in managing a staff of college student senior counselors and high school student junior counselors.
4. (Optional) Please tell us anything else which would help show why you would be an excellent PBHA summer urban program director.