

## TEAM LEADER

City of Milwaukee's Earn & Learn  
2023 SUMMER YOUTH INTERNSHIP PROGRAM  
City of Milwaukee



### INTRODUCTION

EARN & LEARN is a summer youth employment program that includes businesses, nonprofit, and community- and faith-based organizations along with the City of Milwaukee. EARN & LEARN's mission is to assist young people from Milwaukee in making a successful transition from adolescence into adulthood by developing their job skills while gaining authentic work experience opportunities.

The Summer Youth Internship Program (SYIP) component of EARN & LEARN is a specialized work opportunity where youth are assigned to various work assignments in departments within city government through funding from the City of Milwaukee's Community Development Block Grant funding. SYIP provides youth hired by the program with an eight week work experience.

**Team Leaders work approximately 25 hours per week during the summer program, from May 31, 2023, through August 2, 2023.**

### PURPOSE

Under the supervision of the Program Coordinator, Team Leaders are responsible for approximately 25-30 high school-aged interns in the City of Milwaukee's Earn & Learn Summer Youth Internship Program. Team Leaders work as mentors and educators, guiding youth through their first work experience. This may include driving to various worksites throughout the City of Milwaukee.

### ESSENTIAL FUNCTIONS

- Establish and maintain a relationship with assigned interns (i.e., resolve transportation issues, time entry issues, answer questions and concerns).
- Check in with assigned interns on a daily basis.
- As a representative of SYIP, serve as a liaison between interns and department supervisors, providing support to both and addressing any issues that arise.
- Maintain documentation of intern attendance.
- Approve payroll for assigned interns.
- Report intern progress to the Program Coordinator on a weekly basis.
- Facilitate weekly team meetings, including discussions about issues of concern to interns.
- Facilitate professional development with interns on the mandatory educational Fridays.
- Evaluate the internship at the close of the program, and recommend improvements for following years.

### MINIMUM REQUIREMENTS

1. Current enrollment as a Senior or higher in an accredited college or university in any field  
OR  
At least three years completed in an accredited college or university.
2. Valid driver's license and possession of a properly insured vehicle for use on the job is required at time of appointment and throughout employment. Mileage reimbursement is provided.
3. Must be available for the duration of the summer program, from May 31, 2023, through August 2, 2023.

*Equivalent combinations of education and professional experience will be considered.*

**IMPORTANT NOTE:** College transcripts are required and must be received by the application period closing date. Transcripts should be emailed to the Human Resources Officer, Vanessa Armstrong at [vaarmst@milwaukee.gov](mailto:vaarmst@milwaukee.gov)- Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

## DESIRABLE QUALIFICATIONS

- A Bachelor's degree.
- Experience working directly with high school age youth in an educational, recreational, or enrichment setting.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Interpersonal and customer service skills to be able to establish and maintain good relationships with interns, City staff and other stakeholders.
- Written communication skills to be able to write clear, complete and error-free correspondence and reports.
- Ability to be self-directed and work in a collaborative environment.
- Knowledge of youth education and engagement.
- Ability to think critically and analytically to problem-solve, make decisions and use sound judgment.
- Ability to use standard computer software and programs such as word processing, spreadsheet, database, and the internet.
- Ability to coordinate a group of young people as they work both independently and as a team.
- Ability to be flexible and manage multiple priorities.
- Honesty, integrity and the ability to maintain confidentiality.

## WAGE AND HOURS

The current hourly rate is \$24.00 per hour. The employer of record will be Manpower, a temporary employment firm. Team Leaders must be available from approximately May 31, 2023, through August 2 2023. Team Leaders work 25 hours per week for the duration of the program. Team Leaders work Monday through Friday, during business hours ranging from 7:00 a.m. to 5:00 p.m., based on assignment. Must work from 7:30 a.m. to 12:30 p.m. for the mandatory educational Fridays during the program.

## APPLICATION PROCEDURE

Interested individuals must submit a resume and a letter of interest by email to the Human Resources Administrator, Vanessa Armstrong at [vaarmst@milwaukee.gov](mailto:vaarmst@milwaukee.gov). Please indicate SYIP Team Leader in the subject line. Questions may be directed to Vanessa Armstrong by email or by phone at 414.286.6076. The deadline for submission of application materials is **May 12, 2023**.

The department reserves the right to call only the most qualified candidates to an interview. Information from the selection process will be used to make a hiring decision. Candidates must undergo and pass a background investigation and reference check prior to hire.