

#### Job Description: Field Supervisor

The Field Supervisor will be responsible for guiding a group of approximately six Summer Youth Internship Program (SYIP) Interns participating in Mayor Tom Barrett's Earn and Learn Program for high school students age 16-19 through an introductory eight week examination of city planning, neighborhood development, data collection, and youth engagement. The Field Supervisor will need to be available to work approximately 20 hours per week from May 25<sup>th</sup> through July 31<sup>st</sup>, 2020. The first two weeks will be utilized by the Field Supervisor to develop a detailed schedule/work plan for the program. Interns work from **June 8 through July 31**. Their hours are 8:30am – 12:30pm, Monday through Thursday. The Field Supervisor must be available during those hours for every day of the program. The goal is to introduce the interns to how development happens and guide them through the specific concerns and considerations around one of Milwaukee's most historic neighborhoods – the 30<sup>th</sup> St. Corridor. Through various activities, the interns will develop a strategy for revitalizing specific sites. This program takes interns with little to no experience with urban planning and development concepts and exposes them to experts and practitioners in these fields. The Field Supervisor will work with staff in the Department of City Development (DCD) Commercial Corridor Team and Planning Division to coordinate the activities of the Interns and to assist with data collection, research, youth outreach and engagement among other activities.

#### Essential Functions

- Support the Commercial Corridor Team and the Planning Division to develop an overall schedule and work plan for the eight week SYIP program.
- Create weekly and daily schedules to ensure that the activities assigned the Interns are aligned with the overall work plan and program goals.
- Manage the day-to-day coordination and supervision of the Interns, ensuring they are actively engaged in program activities and are actively participating in the creation of a final project/PowerPoint presentation at the end of the program.
- Support Commercial Corridor Team and Planning Division staff to incorporate opportunities for staff to engage with the Interns on topics related to the fundamentals of city planning, land use, community outreach, economic development and civic engagement.
- Support the Interns in collecting, analyzing and reporting data gathered in the field as they prepare a final project/PowerPoint presentation.
- Evaluate the internship at the close of the program, and recommend improvements for following years.

#### Minimum Qualifications

1. Current enrollment in or completion of a Master's degree in urban planning, architecture, education, or a closely related field from an accredited college or university.
2. Valid driver's license and possession of a properly insured vehicle for use on the job for various field trips throughout program.

#### Desirable Qualifications

- Experience working directly with high school age youth in an educational, recreational, or enrichment setting.
- Experience with video making, recording, editing, mixed media art

#### Knowledge, Skills, Abilities & Other Characteristics

- Knowledge of urban planning, including public engagement, neighborhood development, and land use planning practices.
- Knowledge of youth education and engagement.
- Ability to coordinate a group of young people as they work both independently and as a team.
- Skill in using geographic information systems (GIS), standard office software, presentation software and social media outlets.
- Interpersonal skills to positively interact with diverse groups of high school students, neighborhood stakeholders, and colleagues.
- Ability to think critically and analytically.
- Written communication skills to be able to write clear business correspondence and technical reports. Oral communication and presentation skills to effectively share information inside and outside the organization.
- Ability to be flexible and manage multiple priorities.

#### Wage

The position pays \$19.23/hour for approximately 200 hours of work during the period May 25 through August 3, 2020. The employer of record will be a temporary employment firm such as Manpower.

#### Selection Process

Interested individuals must submit a resume and cover letter to:

**Sierra Starner-Heffron, Commercial Corridor Team**

[sstarn@milwaukee.gov](mailto:ssarn@milwaukee.gov)

**DCD, 809 N. Broadway, 1<sup>st</sup> floor, Rm. 104**

414-286-0739

**Resumes will be accepted until April 24<sup>th</sup> 8:00am**

The Department of City Development 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.