

APPLY TO BE A PEERFORWARD

# Operations Specialist Captain


## What is PeerForward?



PeerForward transforms the lives of young people from low-income communities by developing teams of high school students who use influence and community organizing to lead their peers to higher education and careers. Our high school Peer Leaders will connect 122,000 students to postsecondary success in the next four years. You can help train these Peer Leaders at our Summer Workshops.

### From Students to Peer Leader

Workshops are the cornerstone of the PeerForward program. This is where the transformation occurs from student to Peer Leader.

OUR IMPACT		OUR TRAINING	
<b>80%</b>	of students who attend a workshop enroll in college.		College Admissions Portfolio <i>Personal Statement, College Lists &amp; Applications</i>
<b>350k</b>	Students — that's how many we've worked with nationwide in the past two decades!		Financial Aid
<b>Double</b>	the likelihood that a low-income student will enroll in college thanks to our peer-to-peer model.		Leadership Development

## Position Description

The **Operations Specialist Captain** is responsible for training and managing a team of up to six Operations Specialists who, alongside a larger Alumni Support team, are committed to ensuring that Peer Leaders achieve workshop objectives. Managed by the Assistant Workshop Director, this Captain and their team would be primarily responsible for supporting the execution of all Workshop logistical and operational needs while mentoring all Peer Leaders. From registration to supply management and daily operational support, this person is critical in ensuring that the PeerForward workshop runs smoothly and efficiently for all participants.

## Position Responsibilities

### Student and Team Management/Support

- Manage a team of up to six Operations Specialists to ensure Peer Leaders successfully achieve the three Workshop goals
- Coordinate schedules and responsibilities for Operations Specialists
- Provide support, coaching, and performance management to Operations Specialists
- Collaborate with the Peer Support Specialist Captain to strengthen the entire Alumni Support Team
- Lead Operations Specialist's orientations before and during the Workshop

### Operations Support

- Support Staff in the execution of various operational and administrative tasks as needed (schedules, set up and management of events, logistical support around campus)
- Support team by providing excellent customer service to all Workshop participants and special guests, sponsors, and PeerForward Staff
- Work with PeerForward Staff to provide swift crisis management when appropriate
- Always ensure safe supervision of Peer Leaders

### Leadership Development

- Support PeerForward Coaches in the facilitation of content by providing support and participating in sessions with students
- Provide and receive feedback from Operations Specialist Team and other Staff members
- Serve as a role model for Peer Leaders

## Qualifications

### Qualifications for Position

- Alumni of the College Summit/PeerForward program, having attended a summer Workshop
- Willingness to submit to periodic COVID-19 testing during the Workshop season
- At least a (rising) senior in college
- Ability to commit to virtual and in-person Professional Development sessions in April, May, and June
- Served in some capacity in at least four College Summit/PeerForward Workshops or the past two summers
- Some experience supporting campus events or other operational activities
- Ability to follow through on tasks without supervision
- Ability to take initiative, creatively problem solve, and collaborate in challenging situations
- Experience in supervisory, management, mentoring, tutoring, and/or coaching role (Preferred)
- Demonstrated leadership ability during past work experiences
- Skilled in motivating a team coming from diverse backgrounds and varying levels of experience
- Computer and internet competency (Microsoft Word and Excel)
- Strong organizational abilities and excellent verbal/written communication skills
- A profound connection to PeerForward's mission, values, and working with youth
- Willing to submit to a background check

## Schedule & Minimum Commitment

- Ability to commit to at least one Workshop week (Monday-Sunday)
- **Participation in the PeerForward 2024 Workshop Season Professional Development cycle is mandatory**



## **Reporting Structure**

The Operations Specialist Captain will report directly to the Workshop Assistant Director.

## **Stipend**

The Operations Specialist Captain will receive a stipend of \$672 per Workshop week including paid travel, housing, and meals.