

APPLY TO BE A PEERFORWARD

# Workshop Assistant Director

## 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 **Workshop Assistant Director** will support the daily implementation of the logistical and operational tasks required to run the assigned PeerForward summer Workshops. In this role they will be the key support person to the Workshop Director, a position which oversees the entire Workshop experience. The Workshop Assistant Director will be specifically charged with the quality of the Alumni Support Team, volunteer, student and educator experience through maintaining seamless operations for the entire four-day Workshop. The ultimate goal of the Workshop Assistant Director is to ensure that PeerForward Peer Leaders attain the three Workshop goals.

## Position Responsibilities

- Support the implementation of all logistics and operations for the Workshop
- Support the management of daily tasks
- Creation and management of daily schedule for Workshop
- Management of Workshop data through Salesforce
- Support site/facilities relationship management and coordinate classroom assignments, dorm room assignments, and dorm room key distribution
- Provide support, coaching, and performance management to team
- Ensure cohesion among all factions of Workshop participants
- Consistently collaborate and check-in with Program Team
- Manage the Alumni Support Team and Workshop Coordinators
- Support the management of up to 40 volunteers to produce the highest quality environment for PeerForward Peer Leaders
- Support the instruction and experience of up to 140 Peer Leaders and 40 educators a week
- Co-facilitate meetings with seasonal staff and volunteers
- Engage with Workshop guests, VIPs, and PeerForward staff
- Swift Crisis response and knowledgeable of proper procedures

## Qualifications

### Qualifications for Position

- Attended at least five summer Workshops
- Strong organizational abilities and excellent verbal/written communication skills
- Experience leading events or other operational activities
- Experience in supervisory, management, mentoring, tutoring, and/or coaching role (Preferred)
- Ability to be proactive, take initiative, creatively problem solve, and collaborate in challenging situations
- Comfortable working with a highly diverse group of people
- Willingness to submit to periodic COVID-19 testing during the Workshop season
- Computer and internet proficiency (Microsoft Word and Excel)
- Passionate about working with youth
- A profound connection to PeerForward's mission and values
- Willing to submit to a background check
- Ability to commit to virtual and in-person Professional Development sessions in April, May, and June

## 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 Workshop Assistant Director will report directly to the Workshop Director.

## **Stipend**

The Workshop Assistant Director will receive a stipend of \$850 per Workshop week including paid travel, housing, and meals.