

AmeriCorps Digital Service Fellow Program Supervisor

The Urban Technology Project (UTP) is an initiative of the School District of Philadelphia in partnership with Communities In Schools of Philadelphia, Inc. now LAUNCH that empowers Philadelphia youth and their communities through meaningful technological experiences that link youth leadership development, education and community building. The AmeriCorps Digital Service Fellow Pre-apprenticeship is a program of the Urban Technology Project.

Program Supervisor Job Description:

The Program Supervisor of the Urban Technology Project reports directly to the School District of Philadelphia's Executive Director of I.T. Apprenticeship and oversees the AmeriCorps pre-apprenticeship program including supporting and managing 24 pre-apprentices and ensuring compliance with program and grant requirements.

Program Supervisor Job Duties:

- Oversee and support the development of AmeriCorps members assigned to schools throughout Philadelphia
- Lead a recruitment campaign for members including outreach, placement, and exit processes.
- Maintain rigorous oversight for all AmeriCorps compliance requirements related to the national service program, including background check processes, enrollment, exit timekeeping practices, quality assurance, reporting, and careful monitoring against CNCS Prohibited Activities.
- Conduct monthly site visits to each School District of Philadelphia partner school throughout the year.
- Guide school partners through the member recruitment and placement process including providing technical support to site supervisors, including training and support in the management of AmeriCorps members and compliance tracking software.
- Assist in developing training plans to enhance AmeriCorps member service and increase professional development and leadership skills.
- Travel to regional and national AmeriCorps events

Minimum Qualifications

- College degree or equivalent work experience
- Strong organizational and communication skills
- Positive "can do" attitude

Preferred Qualifications

- Experience leading AmeriCorps, national service or other youth programs
- Fluent in the use of GSuite Tools (Google Drive, Docs, Sheets, etc)
- Attainment of one or more technical certifications from Google, CompTIA, Apple, ect.

Start Date: Immediate

Salary: 45,000 - 50,000

To apply, please send resume and cover letter to ssavage2@philasd.org