



## Professional Development Positions

### Youth Project Manager Skills Trainer - Virtual

**Positions Available:** 6

**Stipends:** A trainer stipend is available for this position.

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**Reports to:** Serve Squad Program Director

**Role and Purpose:** Each Youth PM trainer will prepare their Serve Squad program cohort of 10 student interns for the PMIEF youth PM badge exam and other professional entry-level PMI certifications for more advanced students. Serve Squad is an affiliate of PMIGL.

The Youth Project Manager Skills Trainer is responsible for creating an environment through training, group facilitation, coaching and mentoring where young people in high school (ages 13-19) can engage in learning activities to build skills in Project Management, leadership, career development, self-sufficiency, as well as enhance their personal and social skills. The ideal candidate is an enthusiastic go-getter who values building community connections and demonstrates experience in effectively relating and empowering youth.

### Responsibilities:

- Member in good standing with PMI & PMIGL
- Time requirements are roughly 5 hours per week. Time requirements may temporarily rise and lower as badging and/or certification exams near or as interns' instructional needs may require
- All activities related to certifications, to include: PMIEF Youth Project Manager Badge, CAPM
- Promote the project management profession through the planning and coordination of badging and/or certification classes, designed to enhance and expand the skills and knowledge of project youth project managers for student interns in grades 9-12 and ages 13-19
- Incorporate feedback, suggestions and recommendations as necessary to enhance effectiveness and value delivered to the student interns, PMIGL, and the Serve Squad program
- Oversee tracking of student interns' project plans, quizzes, attendance, assignment completion, etc.
- Incorporate ongoing mentoring and guidance regarding post-secondary options, PM, and STEM careers
- Responsible for coordinating the timely delivery of books for all students prior to the start of class. Books will be purchased by Serve Squad.
- Attend bi-weekly status conference calls.
- Identify, Plan, Execute, Monitor & Control, and Close all tasks related to certification activities
- **Non-inclusive list of required activities:**
  - ✓ Attend Serve Squad trainer orientation
  - ✓ Develop a schedule for classes each school year; typically 1 weekly cohort class on weekend or after school day, 2 weekly breakout group study/work groups that will gradually become independent with limited monitoring

- ✓ Build an agenda for each class with interactive multimedia components, e.g., YouTube videos, polling, real-time PM practice assignments
- ✓ Develop a relationship with Project Sponsors and Parents/Guardian
- ✓ Assist with ongoing program improvement by providing feedback and suggestions
- ✓ Coach and empower youth to apply and feel confident in using their learned PM skills.
- ✓ Foster peer-to-peer relationships and support to build and broaden youth social skills and networks.
- ✓ Provide individual support and informational resources to youth and their families as needed

### **Essential Functions:**

- This position requires regular communication (orally and/or in writing) with students, project sponsors, Director, social work interns, partners/affiliates and other third parties;
- This position requires the ability to conduct group presentations;
- This position requires the ability to utilize basic functions in Microsoft Teams, Word, Outlook, Excel, Adobe PDF, Smartsheet; Other apps may be added as needed
- This position is virtual
- This position requires the ability to accurately enter information into a database
- This position requires the ability to maintain strict confidentiality for the relevant population
- This position requires an ID and criminal background check and sex offender clearance

### **Knowledge, Skills and Abilities**

- Experience identifying the needs of young people and meeting those needs through structured, intentional activities that satisfy those needs is helpful in this position but is not required
- A strong commitment to underserved and underrepresented youth
- An understanding of the societal factors affecting their lives is helpful in this position but is not required
- Experience with training and facilitation
- Expertise with online communication
- Ability to provide reliable support and act with integrity in times of a student's frustration
- Excellent interpersonal skills, with the ability to listen and establish good relationships with young people
- Patience, tolerance and flexibility
- A sense of adventure and a willingness to try new things
- Excellent communication skills
- Ability to treat young people's concerns with respect, tact and sensitivity, while being aware of the limits that are required by confidentiality and the boundaries that govern the youth/youth trainer relationship

### **Preferred Qualifications:**

**Education:**

High school diploma or equivalent required. Bachelor's degree in a related field, or an equivalent combination of related education and experience preferred.

PMI certification as a Project Manager is required

**Experience:**

3 years of professional experience as a Project Manager

Volunteer or professional experience working with youth preferred

Bilingual preferred

**Email Resume, Cover Letter, and Questions (if any) to:**

[tlogan@servesquad.org](mailto:tlogan@servesquad.org)