



Position: Kohl's Building Blocks Program Street Team Lead

Reports to: Manager of Community Outreach & Family Programs

Department: Development & Communication

Pay Rate: \$10 / Hour

Position Description:

The Kohl's Building Blocks Street Team Lead (Lead) will work with the Manager of Community Outreach and Family Programs and Bilingual Outreach Specialist in the execution of outreach events and workshops associated with the Kohl's Building Blocks Community Outreach and Education Program. The Lead will work with the Manager of Community Outreach and Family Programs to schedule, deploy and provide supervisory support of the Kohl's Building Blocks Street Team. The Lead will engage a diverse population as a representative for Penfield Children's Center at community outreach workshops and events. The Lead is a year-round, on-call position except for approximately 10 weeks during the summer (mid-June through mid-August). During this time the Lead can expect to work approximately 5-10 hours per week, except during Summerfest and State Fair where hours can range from 12 - 25 hours per week. This is a grant-funded position and is not benefits eligible.

Duties and Responsibilities:

- Develop understanding of the programs and services offered at Penfield Children's Center and the Kohl's Building Blocks program.
- Exhibit positive behaviors and enthusiasm consistent with those expected by members of the Kohl's Building Blocks Street Team.
- Assist the Manager of Community Outreach and Family Programs with orientation and training for the Street Team Staff.
- Assist the Manager of Community Outreach and Family Programs with scheduling and logistics associated with the Street Team.
- Provide on-site leadership at community outreach events and workshops when management is not present.
- Serve as the initial point of contact for Street Team Staff providing guidance, direction and oversight and share all pertinent information to allow the Street Team to perform at their highest level.
- Responsible for logistics including, but not limited to, driving the Kohl's Building Blocks mini-van to and from events, pre-event preparation (i.e. loading van and ensuring all items accounted for) and post-event tear down.
- Actively interact and engage with children and families that visit Penfield Children's Center's - Kohl's Building Blocks area during all community outreach activities.
- Effectively communicate key messaging and benefits of Penfield Children's Center with children and families who visit our area at community outreach activities.

- Work with the Manager of Community Outreach and Family Programs and Bilingual Outreach Specialist on all pre-event preparation.
- Maintain equipment used for community outreach (tents, table covers, activity supplies, etc.)
- Assist Penfield Children's Center staff with other agency related outreach activities.
- Assist with children's outreach workshops during the academic year (September through May).
- Notify the Manager of Community Outreach and Family Programs of any events or issues in a timely manner.
- Track and inventory toolkits and supplies for outreach events and workshops.
- Perform administrative duties including, but not limited to, reporting results from outreach events.
- Participate in a monthly team meeting, during the summer months.
- Complete other duties as assigned by the Manager of Community Outreach and Family Programs and the Bilingual Outreach Specialist.

Qualifications:

- Degree or completed coursework in Education, Communications, Marketing or related field.
- Strong public speaking and communication skills.
- Self-starter and willing to take initiative; able to work independently with accountability.
- Detail-oriented, efficient and ability to multi-task.
- Work effectively with a diverse population, especially children.
- Be able to lift or move objects of 35 lbs. or less.
- Ability to work some evenings and weekends.
- Availability to work during Summerfest, State Fair and Harvest Fair.
- Customer service experience.
- Bilingual (Spanish/English) preferred but not required.

Working conditions: Hours are usually between 8:00am and 6:30pm; however some evening and weekend work may arise associated with special events and projects. Must maintain a valid driver's license, auto insurance and have access to an insured automobile. The position requires the employee to regularly stand and walk for significant amounts of time.

To apply, please submit resume to:

Penfield Children's Center
 833 N. 26th St.
 Milwaukee, WI 53233
 Fax: 414-344-7739

Email: hr@penfieldchildren.org