



# PENFIELD

CHILDREN'S CENTER

## **Position: Kohl's Building Blocks Program Street Team Staff**

Reports to: Manager of Community Outreach & Family Programs

Department: Development & Communication

Pay Rate: \$9 / Hour

### **Position Description:**

The Kohl's Building Blocks Street Team Staff will work as ambassadors for Penfield Children's Center and the Kohl's Building Block Program. Street Team Staff will be positive, energetic, reliable, responsible, mature and capable of interacting with a diverse population on behalf of Penfield Children's Center at community outreach events and workshops. This is a year-round, on-call position; hours will be scheduled on an as needed basis, except during Summerfest and State Fair where staff can expect to work approximately 10 - 20 hours per week. This position is grant funded 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.
- Actively interact and engage with children and families that visit Penfield Children's Center's - Kohl's Building Blocks area during community outreach events and workshops.
- Effectively communicate key messaging and benefits of Penfield Children's Center with children and families who visit our area at community outreach events.
- Set-up and break down of outreach equipment, i.e. tables, tents, banners, etc.
- Assist with children's outreach workshops during the academic year (September through May)
- Assist Penfield Children's Center staff with other agency related outreach activities.
- Participate in a monthly team meeting, during the summer months.
- Complete other duties as assigned by the Street Team Lead, the Bilingual Outreach Specialist or the Manager of Community Outreach and Family Programs.

### **Qualifications:**

- High School Graduate, GED or will be graduating in Spring 2020
- 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.
- 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 or have access to public transportation. 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](mailto:hr@penfieldchildren.org)