

## Roxbury Tenants of Harvard



**TITLE:** SuccessLink Leader – Health and Wellness Peers

**DEPARTMENT:** YWD/Community Education

**SUPERVISOR:** Jen Lewis

**SUMMARY:** Act in the best interest of the RTH organization, reflecting the values of teamwork, collaboration and mutual respect.

The **RTH/SuccessLink Leader** will support the Youth Workforce Development department, leading small teams of high school-age teens. The RTH/SuccessLink Leader will interact effectively with staff and members of the community. This individual will exhibit independent thinking, maturity and be a self-starter with good decision-making skills, excellent interpersonal skills, organizational and communication skills.

**STATUS:** Seasonal

**QUALIFICATIONS:**

- Current CPR, AED, and First Aid certifications required
- High school diploma or GED/HISET
- Experience leading teams preferred

**RESPONSIBILITIES:**

- Maintain safety as the first priority. Assist staff to ensure that RTH program standards are met, and safety procedures are followed.
- Comply with state and local regulations as they relate to your position
- Perform responsibilities in accordance with the commitments made to funders, partner organizations and the policies, goals, values, and mission of the RTH
- Build and maintain a high standard of resident/customer service and serve as a role model for residents and program participants.
- Attend and participate in staff meetings and training as directed.

**Program – Health & Wellness Peers**

- Develop and lead daily work sessions with Health & Wellness Peer team, provide supervision and guidance in meeting project tasks
- Role-model and support youth in a positive youth development culture with trauma-informed practices.
- Communicate with community members about program offerings, engage in feedback, and offer connections.
- Ensure the safety of youth by providing effective supervision and by communicating and modeling this for other staff.
- Perform other duties as directed/assigned

**Administrative:**

- Ensure all programs are safe and equipped. Ensure that RTH program standards are met, and safety procedures are followed.
- Build and maintain a high standard of customer service and serve as a role model for program participants, staff, and volunteers. Contribute to a positive and safe work environment.
- Attend and participate in staff and community meetings as requested.
- Provide written reports upon request in a timely fashion.

**Ideal Candidate**

- ❖ Models and demonstrates RTH core values Honesty, Respect, Responsibility, Fairness and Kindness

- ❖ Reliable, flexible, and willing to learn new skills
- ❖ Passion to work with residents of all ages and abilities
- ❖ Working knowledge of RTH policies, and appropriate regulations and operational procedures related to your position.
- ❖ Able to bend, stretch, lift, and carry objects involved in work tasks.

**END RESULT:**

1. Provide safe, secure, educational and fun experiences for residents and participants.
2. Assist staff to impact the overall effectiveness of the Youth Workforce Development department's implementation of the RTH mission.
3. Assist staff to provide the community with quality services, programs and events.