

OPERATION UNDERSTANDING

Group Leader Position

Operation Understanding is a Philadelphia-based not-for-profit organization with the goal of building relations between African-American and Jewish communities by educating and empowering our future leaders. This goal is achieved in a three-part, yearlong process which includes spring orientations, summer study-travel for three to four weeks either internationally or domestically and fall/winter leadership training along with student-led workshops and monthly meetings with students to continue their learning. The organization is co-sponsored by the Philadelphia Chapter of the American Jewish Committee and the Urban League of Philadelphia.

Duties and Responsibilities:

The Group Leader is part of the team responsible for the identity and leadership development of the students that participate in Operation Understanding. The Operation Understanding Group Leader will be responsible for the individual and group development of a group of twelve to sixteen African American and Jewish high school students during a year-long program of orientations, travel, trainings, and meetings. This is a part-time position, which requires varying time commitments throughout the year. An estimate of the required time follows:

- March 2010 through June 2011 - an average of one night weekly
- June 2010 – weekend retreat
- June/July 2010 – three and a half to four week continuous international or domestic travel program
- September 2010 - weekend retreat
- October 2010 through June 2011 - monthly group meetings and program planning with students, regular communication and encouragement, occasional special programs and events (approximately 8-10 hours per month)

The skills and competencies with which the appropriate individual will have experience and will be able to demonstrate are described below.

Role Model: This role model must be an experienced facilitator with a strong sense of her/his own identity. S/he must be willing to share identity facets with students in a variety of ways. S/he must be a visible and active group member throughout the year, continuously seeking new experiences and perspectives for students and self.

Facilitator: The facilitator must monitor and guide group development; help students to process individual and collective experiences; design and conduct regularly scheduled group meetings; manage intergroup conflicts; model group facilitation skills.

Logistical Specialist: During a three-and-a-half to four week summer study-tour, the Group Leader is responsible for managing money and all logistics; baggage handling/transportation; meals; hotel arrangements/room assignments, etc. The Group Leader is also responsible, to work with the executive director for scheduling and coordinating student activities and events throughout the year.

Chaperon: The Group Leader is responsible for the safety and well being of each student, must monitor and model appropriate social public and private behaviors; set limits and guidelines; discipline as required. Simultaneously, s/he must be a counselor for students, a mentor, and empathetic listener.

Co-worker: Each Group Leader will work as part of a team and will have to provide support; share duties and responsibilities; plan and problem solve together with a co-leader with support from the executive director.

Job Qualifications and Experience:

- B.A./B.S. degree (minimum)
- Must be 25 years of age or older
- Demonstrated knowledge of and experience in African American and/or Jewish culture
- Excellent leadership and interpersonal skills
- Experience working with diverse groups of teenagers
- Must be well organized and detail-oriented

Stipend: \$2,500/year

To apply: Send your resume and a cover letter highlighting relevant experience and describing reasons for your interest to:

Attention: Group Leader Search Committee
Email: director@operationunderstanding.org
Operation Understanding
30 South 15th Street, Suite 801
Philadelphia, PA 19102

If you have any questions, please visit our website at www.operationunderstanding.org or call our Executive Director, Allison Pokras, at (215) 665-8575.

Deadline: January 10th