

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, year-plus long 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, a group of twelve to sixteen African American and Jewish high school students during a year-plus-long program of orientations, travel, trainings, and meetings. The core team consists of 2 group leaders and the executive director working together to ensure each students development and engagement. Board members and alumni are called upon as resources as needed.

This is a part-time position, which requires varying time commitments between March through June of the following year. An estimate of the required time follows:

- February – Selection weekend February 25th and 26th
- March through June: 6 – 8 orientations/meetings and possible weekend workshop
- July – three and a half to four week continuous domestic travel program
- September /October - weekend retreat
- October through following June - monthly group meetings and program planning with students, regular communication and encouragement, occasional special programs and events (approximately 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. The group leaders will also serve as an ambassador and advocate for Operation Understanding and its mission.

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

Logistical Specialist: During a three-and-a-half week summer study-tour, the Group Leader is responsible for managing money and all logistics; baggage handling/transportation; meals; hotel

arrangements/room assignments, etc. Should things not go as planned or expected, the group leaders are responsible for considering the situation and making appropriate and responsible decisions.

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: The partnership between group leaders is fundamental to the success of the entire group. Each group leader will work as part of a team and will provide support; share duties and responsibilities; plan and problem solve together with support and guidance from the executive director. Regular communication with the executive director is integral to the success of the entire group.

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

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.