POSITION: Task Team Supervisor  
STATUS: Part-time / Non-benefitted / Non-exempt  
COMPENSATION: $16.00 - $17.00 per hour  
DEPARTMENT: Upward Bound  
LOCATION: SSC 392 & Various Community Service sites  
RECRUITMENT ID: 041  
RESIDENCY: Candidate must be a California resident. Chico State Enterprises is not a sponsoring agency for staff and management positions (i.e. H-1B Visas).

ESSENTIAL JOB FUNCTIONS: Under the supervision of the Upward Bound Advisor and Director, the Task Team Supervisors will assist in the operation and implementation of the career exploration component for first-generation and/or low-income high school students participating in the six-week summer program with the CSU, Chico Upward Bound Projects.

Task Team Supervisors will create, implement, develop and oversee Upward Bound "Task Team Projects" (see below for list of projects) in addition, serve as a mentor to high school students to execute projects. These teams will be engaged in outcome-oriented projects designed to build soft skills necessary to help Upward Bound participants succeed in a workplace.

The summer program's dates are scheduled for June 10, 2024 - July 16, 2024. You will be with your students Mon-Thurs 1:30 - 4:30 pm, with one additional hour daily to prepare for each session. The course and training will take place during the 2024 spring semester, date/time TBD.

ROLE RESPONSIBILITIES
- Attend staff and task team supervisor meetings during the summer program.
- Attend mandatory orientations and trainings.
- Complete weekly student evaluations and timesheets in a timely manner.
- Ensure the safety and wellbeing of high school students in their respective task team.
- Develop and facilitate lesson plans to help students in task teams execute task team projects while developing soft skills like: communication, collaboration, public speaking, critical thinking, problem solving, etc.
- Attend and assist with Task Team presentation during summer program. (Date TBA)
- Enroll and successfully complete EDUC 510.
- Provide mentorship and guidance to high school students.
- Report to supervisor
- Personal Time Off not permitted from June through July, applicant must be available to work their scheduled shift with little to no accommodations.

Please note: All projects are assigned at supervising Advisor’s discretion.

Upward Bound Summer Yearbook & Public Relations: Design all aspects of a yearbook for the Summer Program utilizing various Adobe programs. Responsible for developing yearbook pages, and overseeing
the taking of photos, yearbook content, and teaching Adobe programs to students. Coordinate and promote the summer program and events through social media and various local media organizations. Responsible for teaching students about public relations and marketing skills.

**Multicultural Programs:** Educate student participants on the importance of diversity and inclusion. Develop, coordinate, and help a team of students execute a multicultural event for their fellow summer participants. Lesson plans for the team should contain an educational curriculum in diversity and inclusion.

**Murphy Commons Kids Program:** Collaborate with Community Housing Improvement Program (CHIP) to coordinate daily programming for children ages 6-12 years old at a low-income housing complex in Chico. Responsible for organizing lesson plans and assisting students in the execution of lesson plans.

**La Vista Verde Kids Program:** Collaborate with Community Housing Improvement Program (CHIP) to coordinate a program for children ages 6-12 years old at a low-income, agriculturally-based housing complex in Chico. Responsible for organizing lesson plans and assisting students in the execution of lesson plans.

**East of Eaton Kids Program:** Collaborate with Community Housing Improvement Program (CHIP) to coordinate daily programming for children ages 6-12 at a low-income housing complex in Chico. Responsible for organizing lesson plans and assisting students in executing lesson plans.

**EMPLOYMENT STANDARDS:**

- Must be available from 12:00 PM – 5:00 PM Monday through Thursday from June 10 - July 16, 2024.
- Must be currently enrolled at Chico State (undergraduate or graduate level)
- Must submit unofficial transcripts and weekly class schedule
- Must maintain good academic standing and be able to make independent decisions.
- Applicants should be sensitive to the experience of students with disabilities and students from low-income, academically disadvantaged, and ethnically diverse backgrounds.
- Must pass a Livescan & National Sex Offender Database background check as a pre-employment requirement.

**COURSE REQUIREMENTS:** In order for Task Team Supervisors to earn the 2 units, you must enroll and successfully complete EDUC 510 MANAGING CAREER EXPLORATION. Failure to complete either course will result in a failing letter grade for the course. This course will provide Task Team Supervisors the opportunity to learn about the Upward Bound Projects at CSU, Chico, build relationships with fellow supervisors, and equip them with tools to successfully develop summer curriculum for their respective task team projects. Total of 25 hours which includes class and training (CPR certification).

**COMPLIANCE REQUIREMENTS:**

- Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to
satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.

- Compliance training completion (approx. 4 hours of work time) is required of this position within the first 30 days of work.
- The person holding this position may be considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

**HOW TO APPLY:**
To be considered, submit the following documents by **January 31st, 2024**. Documents submitted after this date may not be considered.

- Resume
- Cover Letter
- Chico State Enterprises Application
- Unofficial Transcripts

**BY DROP BOX:** [https://csuchico.app.box.com/f/88e89da3774540c0b1aaf11fa0f634a6](https://csuchico.app.box.com/f/88e89da3774540c0b1aaf11fa0f634a6)
**BY EMAIL:** [csejobs@csuchico.edu](mailto:csejobs@csuchico.edu)

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or [csejobs@csuchico.edu](mailto:csejobs@csuchico.edu) prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER:**
Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises’ policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work.