



Summer Youth Works! 2015

Job Descriptions

WORK SITES: *Berkeley County Department of Social Services • Berkeley County First Steps • Cannon Street YMCA • Charleston Promise Neighborhood • Charleston Women's Wellness Center • Family Life Center at Mt. Moriah Missionary Baptist Church • Florence Crittenton of SC • Goodwill Industries of Lower SC • Habitat for Humanity • Jubilee Market • Miracle Academy • Palmetto Project • Palmetto Community Action Partnership • Palmetto Youth Connection • SC Works • St. Stephen Elementary • Trident United Way*

Cannon Street YMCA

(Youth Summer Camp Counselor)

Location: 61 Cannon St, Charleston, SC 29403

Job Description/Duties: Cooperate with the entire staff to ensure the safety and wellbeing of campers. Assist in the planning of activities that allow all campers to experience success. Maintain a positive working relationship with other staff members and campers in your assigned group. Observe your campers' behaviors, and assess them accordingly. Enforce appropriate safety regulations, and perform routine first aid tasks. It is a requirement that you are willing and able to participate in all physical activities. All other duties will be personally assigned.

Dress Code: Appropriate summer clothing include: modest length shorts, t-shirts, and sneakers. Tank tops with straps wide enough to cover bra straps are acceptable. Torn or vulgar clothing is prohibited.

Florence Crittenton (Administrative Assistant)

Location: 19 Saint Margaret Street, Charleston SC 29403

Job Description/Duties: Greet and assist all visitors. Answer agency phones and direct calls to the correct staff member. Assist the Family Development Program with various assigned tasks. Assist in filing and the organization of office supplies. Ability to photocopy and collate agency outreach documents and other projects as needed. Any and all other office related tasks that are assigned.

Dress Code: Business casual

Miracle Academy (Teacher Assistant)

Location: 1019 Bethel Rd, Saint Stephen, SC 29479

Job Description/Duties: Serve as a teacher assistant with the minimum age requirement being age 18+ to work with infants and preschool age children. Assist the classroom teacher with diapering, feedings, bathroom assistance, activities, computer time, outside and classroom activities.

Skills Necessary: Pleasant attitude when working with children, interacting with parents and teachers.

Dress Code: Business casual. No muscle shirts, spaghetti straps, tanks, shorts, holes in jeans. Please wear sneakers or tennis shoes, no open toes or high heels. Minimal jewelry. Minimal make-up.

Charleston Promise Neighborhood

(Administrative Assistant)

Location: 1819 Meeting Street Rd, Suite B, Charleston, SC 29405

Job Description/Duties: Support a variety of activities under the supervision of the Director of Programs. Assist with organizing files. Assemble information packs by subject area. Create binders for Health Literacy sessions. Take inventory of handouts. Prepare packages for community meetings and events. Call parents and community members to invite to events. Conduct follow-up calls with parents/adults. Distribute fliers. Attend meetings and events with other staff and provide additional support as needed.

Skills Necessary: Good verbal communication and interpersonal skills. Basic computer skills and knowledge of MS Office and online communication tools. An interest in the organization's mission. A willingness to learn.

Other Requirements: The position requires a fulfillment of 20 hours per week for six weeks. Management will work with intern to identify best work schedule and is flexible with scheduling. It is anticipated the majority of the work will be performed at the Charleston Promise Neighborhood office.

Dress Code: Business casual

“Big jobs usually go to the men who prove their ability to outgrow small ones.” - Ralph Waldo Emerson

“Work spares us from three evils: boredom, vice, and need.” - Voltaire

SC Works Career System

(multiple Administrative Assistant positions in 3 locations)

Locations: 100 S Highway 52 Moncks Corner, SC 29461 or 1930 Hanahan Rd. Suite 200, North Charleston, SC 29406 or 2885 W. 5th North St. Summerville, SC 29485

Job Description/Duties: Provide administrative and clerical support to SC Works partners and staff. Pull, sort, and file client records in support of partner staff activities. Assist receptionist with client sign-in. Assist customers in resource room with client registration, internet trouble shooting and support, job search support, and more. Compile informational files and packets. Provide support for center events including job fairs, workshops, and partner event.

Skills Necessary: Competent computer skills and basic knowledge of MS Word, Internet Explorer, and web email (Yahoo, Gmail, AOL, etc); "Go get-ter" attitude; able to work in a fast paced environment. Perform all other duties as assigned.

Dress Code: Business casual

Berkeley County Department of Social Services (Administrative Assistant)

Location: 2 Belt Drive, Moncks Corner SC 29461

Job Description/Duties: Provide clerical support to Administrative Assistant Perform daily clerical duties such as answering and screening telephone calls, taking messages, sorting and distributing incoming mail and faxes, copying and collating, and other routine duties necessary to assist operations personnel and departmental management. Other duties as assigned.

Dress Code: Business Casual

Berkeley County First Steps (Administrative Clerk)

Location: 6215 Murray Drive, Hanahan SC 29410

Job Description/Duties: Provide clerical support to the First Steps Staff. Perform daily clerical duties such as answering and screening telephone calls, taking messages, sorting and distributing incoming mail and faxes, copying and collating, and other routine duties necessary to assist operations personnel and departmental management. Other duties as assigned.

Dress Code: Business Casual

St. Stephen Elementary School Summer Camp (Youth Summer Camp Counselor)

Location: 1053 Russellville Rd, St. Stephen, SC 29479

Job Description/Duties: Cooperate with the entire staff to ensure the safety and wellbeing of campers. Assist in the planning of activities that allow all campers to experience success. Maintain a positive working relationship with other staff members and campers in your assigned group. Observe your campers' behaviors, and assess them accordingly. Enforce appropriate safety regulations, and perform routine first aid tasks. All other duties will be personally assigned.

Necessary Skills: Project Pride will provide you with CPR training. It is a requirement that you are willing and able to participate in all physical activities.

Dress Code: Appropriate summer clothing including: modest length shorts, t-shirts, and sneakers. Tank tops with straps wide enough to cover bra straps are acceptable. Torn or vulgar clothing are prohibited.

Trident United Way (Administrative Assistant)

Location: 325 E Main St., Moncks Corner, SC 29460

Job Description/Duties: Answer agency phones and direct calls to the correct staff member. Ability to photocopy and collate agency documents and other projects as needed. Perform all other duties as assigned.

Skills Necessary: Competent computer skills and basic knowledge of MS Word, Internet Explorer, and web email (Yahoo, Gmail, AOL, etc)

Dress Code: Business Casual

Goodwill Industries of Lower South Carolina (Administrative Assistant)

Location: 1758 Main Rd Johns Island, SC 29455 or 2150 Eagle Drive, Bldg 100, North Charleston, SC 29406

Job Description/Duties: Will provide administrative and clerical support to staff. Assist receptionist with client sign-in. Assist customers in resource room with client registration, internet trouble shooting and support, job search support, and more. Perform all other duties as assigned.

Necessary Skills: Competent computer skills and basic knowledge of MS Word, Internet Explorer, and web email (Yahoo, Gmail, AOL, etc)

Dress Code: Business casual

It is for us to pray not for tasks equal to our powers, but for powers equal to our tasks, to go forward with a great desire forever beating at the door of our hearts as we travel toward our distant goal.” ~ Helen Keller

**Palmetto Youth Connection
(Administrative Assistant)**

Location: 1930 Hanahan Rd , North Charleston SC 29406

Job Description/Duties: Answer agency phones and direct calls to the correct staff member. Perform all other duties as assigned.

Necessary Skills: Ability to photocopy and collate agency documents and other projects as needed. Competent computer skills and basic knowledge of MS Word, Internet Explorer, and web email (Yahoo, Gmail, AOL, etc)

Dress Code: Business casual

Miracle Academy

(Administrative Assistant)

Location: 1019 Bethel Road, St. Stephen SC 29479

Job Description/Duties: Answer agency phones and direct calls to the correct staff member. Perform all other duties as assigned.

Necessary Skills: Ability to photocopy and collate agency documents and other projects as needed. Competent computer skills and basic knowledge of MS Word, Internet Explorer, and web email (Yahoo, Gmail, AOL, etc)

Dress Code: Business Casual

**Palmetto Community Action Partnership
(Administrative Assistant)**

Location: 1069 King Street, Charleston SC 29403

Job Description/Duties: Assist in the internal and external correspondence. Confirm client assistance appointments and verify documents needed. Prepare files for client assistance while keeping all files organized with proper documentation. Answer all department calls. Retrieve and log messages. Order and retrieve office supplies and equipment. Collect client success stories and maintain clients' files. Assist clients with applications and other referrals. Compile daily contact logs and check for completion before submission. Promptly attend staff meetings, support and participate in agency functions. Maintain and submit a bi-weekly attendance log. Other duties as assigned by Coordinator.

Dress Code: Business Casual

Palmetto Project

(Administrative Special Projects Assistant)

Location: 6296 Rivers Ave, Suite 100, North Charleston SC 29406

Job Description/Duties: Maintains office operations by receiving and distributing communications; maintaining supplies and equipment; picking-up and delivering items; serving customers.

Dress Code: Business Casual

Charleston Women's Wellness Center

(Administrative Assistant)

Location: 5319 Parkshire Way, Charleston SC 29418

Job Description/Duties: Fielding phone calls. Filing and data entry. May assist with overflow work from administrative and executive assistants and fill in for the office receptionist as needed.

Dress Code: TBD

Habitat For Humanity ReStore

(Merchandise Clerk and Warehouse Clerk)

Location: 1 Belknap Road, Goose Creek SC 29445

Job Description/Duties: Stock shelves, counters or tables with merchandise. Set up advertising displays or arrange merchandise on counters or tables to promote sales. Stamp, mark or tag prices on merchandise. Obtain merchandise requested by customer or receive merchandise selected by customer. Answer customer questions concerning location, price and use of merchandise. Total price and tax on merchandise purchased by customer to determine bill. Accept payment and make change. Wrap or bag merchandise for customers. Remove and record amount of cash in register at end of shift. Calculate sales discount to determine price. Keep record of sales, prepare inventory of stock and order merchandise. Keep the showroom clean and orderly. Assist shipping and receiving unloading trucks, checking in merchandise, matching purchase orders to sales orders and distributing to sales associates for processing. Read customer orders, work orders, shipping orders or requisitions to determine items to be moved, gathered or distributed and/or shipped. Move materials and items from receiving or storage areas to shipping or to other designated areas. Sort and place materials or items on racks, shelves or in bins according to predetermined sequence such as size, type, style, color or product code. File requisitions, work orders or requests for materials, tools or other stock items and distribute items to shipping or to designated route driver storage area.

Jubilee Market (Store Clerk)

Location: 209 Main Road, Johns Island, SC 29455

Job Description/Duties: Help run and maintain online store. Learn the Nexternal internet system. Receive inventory from vocational centers from around the world. Take photos of product and list them on the online store. Receive online orders and do the shipping. Use social media and other networking sites for online marketing. Basic cleaning and office maintenance. Assist the Administrative Assistant in daily office duties. Help in product development and production.

Dress Code: Tank tops should not be worn unless covered with another top. Sleeveless tops should have "cap" sleeves and no gaping at the arm-holes. Clothes should not be tight and form fitting. No cleavage showing. Dress lengths should not be short. No standard of measure will be outlined. Please regulate yourself and be conservative. No shorts.