



TITLE: Senior Activities Advisor

REPORTS TO: OPPportunity Academy Postsecondary Specialist

EMPLOYMENT STATUS: Volunteer

BACKGROUND: Our Piece of the Pie® (OPP®) is a nonprofit dedicated to helping 14 to 24 year-old urban youth become economically independent adults. OPP's unique model is centered around the personal and consistent relationship developed between each youth and a caring, committed adult staff member which helps youth overcome barriers, access support services within the best practices of Youth Development, Academics, and Job Readiness, and to achieve the goals of high school graduation, a postsecondary credential and meaningful employment. Founded in 1975, OPP provided community- and high school-based programs to 1,700+ young people in Connecticut last year. For more information, visit www.OPP.org.

OPPportunity Academy re-engages over-age, under-credited students using innovative academic and personal supports to help master critical skills necessary for success in college, career, and community.

SUMMARY OF POSTION:

OPPportunity Academy is in need of someone who can generate excitement, and help seniors organize and plan events such as graduation, prom, etc. They would overlook the process of planning as well as working with students and the budget they raise in creating an event that will help commemorate all of the hard work these seniors have put in.

DESCRIPTION OF DUTIES:

- Regular meetings with students to check on fundraising progress
- Work alongside students in organizing event(s) and delegating tasks for students to get done for event
- Attend orientation in order to meet the students and learn about role
- Follow personnel policies of OPP
- Act as role model in interactions with community members, youth, and staff in accordance with OPP values

QUALIFICATIONS:

- Must pass a National Criminal History Record Information Check under the National Child Protection Act
- Commit to schedule time out of personal schedule in order to meet with students
- Experience in event planning is a plus

