



# City of Hamtramck

3401 Evaline Street Hamtramck, Michigan 48212

Telephone 313-800-5233

## Community and Economic Development

### Summer Youth Program – Beautification

*An Equal Opportunity Employer*

**Job Title:** Summer Youth Program Supervisor (*must be age 20-24*)

**Location:** City of Hamtramck, based in City Hall

**Duration:** Summer 2025 (expected June 30 - August 15)

**Funded by:** Detroit Wayne Integrated Health Network (DWIHN)

The City of Hamtramck is seeking a dedicated and community-focused **Intern Supervisor** to support the implementation of the 2025 Summer Youth Program, a paid summer internship designed to provide hands-on experience in local government and community development. This program offers local youth a valuable opportunity to gain meaningful work experience, explore civic engagement, and contribute to community development projects. Interns and the Supervisor will be placed within the Community and Economic Development Department (CED), and work on projects related to Beautification. The Supervisor may also assist with Downtown Development Authority (DDA) programs, events and marketing, as time permits. The Supervisor must be at least 20 years of age, but cannot be over 24 years of age, due to grant restrictions.

As the Supervisor, you will play a key leadership role in coordinating daily activities, mentoring up to 4 student interns, and ensuring a positive, safe, and impactful work environment. You will work closely with the City's Volunteer Coordinator to enhance the overall success of the program, serving as a role model and guide to our youth participants.

The Supervisor must have experience showing initiative and leadership skills, and a passion for making communities a better place.

Workdays are Tuesday – Friday, generally 8:30am-3:30pm (maximum of 29 hours per week). The expected start date is **June 30, 2024** and the expected end date is **August 15, 2024**. Training for this position will occur the week of June 30<sup>th</sup>, and the interns the position will supervise will begin the following week, on July 7.

## Job Description Summary

Under the general supervision of the Community and Economic Development Manager, the supervisor will work with the interns and will perform a variety of duties, with a majority of the workdays being spent outdoors beautifying the city streets and parks. Supervisor will need to bring lunch, and a 30-minute lunch break will be provided. Once per week, the supervisor will be provided lunch during a “Lunch and Learn” session with a City official.

Supervisor position will emphasize skills include leadership, organization, planning, preparation, and program management.

## Essential Duties and Responsibilities

- Supervise and support a team of student interns throughout the summer program.
- Serve as the primary liaison between interns and City staff, including the Volunteer Coordinator.
- Coordinate and oversee daily work assignments, including:
  - Environmental stewardship and beautification efforts (e.g., tree planting, park maintenance, assisting seniors with yard work).
  - Public outreach and marketing efforts related to the City’s tree planting initiative.
  - “Lunch and Learn” sessions with City officials and local partners.
- Monitor attendance, performance, and progress of interns; provide ongoing feedback and mentorship.
- Promote a safe, inclusive, and respectful work environment.
- Track and report program outcomes, challenges, and successes to City staff.
- Help plan and direct the daily work of the 4 youth interns Tuesday-Friday
- Oversee and participate in cleanups and beautification projects on commercial corridors and in City parks
- Assisting the Hamtramck Parks Conservancy and other neighborhood organizations

## What You Gain

- Leadership **experience managing a team** of youth interns in a civic setting
- Deeper insight into **city operations, community programs, and environmental initiatives**
- Opportunities to **collaborate directly with City staff** on meaningful projects
- Skill-building in **mentorship, project coordination, and youth engagement**
- A chance to positively influence the **personal and professional development of local youth**
- Direct involvement in beautification and public outreach efforts with **lasting community impact**
- Summer income while **expanding your network and professional portfolio**

## Knowledge, Skills, and Abilities

- Age 20 – 24
- US Citizen
- Must be able to pass a drug and background check
- Able to perform outdoor manual labor in varied weather conditions
- Able to lift and carry up to 30 pounds
- Able to bend, reach, and stretch
- Must be comfortable walking to destinations in Hamtramck

- Able to follow written or spoken instructions & work well with team members
- Willingness to engage with the public and work collaboratively
- *Driver's license required*
- *Must be able to complete First Aid certification or have certification*
- *Team leadership and ability to keep a group organized, on-time, and on-task*
- *Must have calendar, email, Word, and Excel experience*
- *Previous experience working with youth or in a supervisory role preferred*

**Compensation:** \$22.00 per hour

### **Application Process**

Download application at <https://hamtramck.us/> → Resources → Employment Opportunities. **Submit a completed application and resume and phone numbers for 3 references to [hr@hamtramckcity.gov](mailto:hr@hamtramckcity.gov) and [iallaway@hamtramckcity.gov](mailto:iallaway@hamtramckcity.gov).** You can also bring completed applications to the Community and Economic Development Department at City Hall, 3401 Evaline, Hamtramck MI (located in the Mezzanine).

**Application Deadline:** May 23, 2025 (interviews conducted on rolling basis)

*The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.*