

Springfield Water and Sewer Commission

Job Description

Pipeline Program Summer Coordinator

The Springfield Water and Sewer Commission is seeking a Pipeline Program Summer Coordinator for the inaugural year of its summer high school career pipeline program. The program has been developed in partnership with the Springfield Public Schools and will provide summer internships in the water sector to twelve SPS high school students. The program will consist of field work at the Commission's multiple job sites as well as trips to visit other utilities in the region and an educational capstone project pertaining to the water industry.

The Coordinator will assist with program oversight, supervise Pipeline interns, and transport interns to Commission work sites in Commission vehicles. This position works closely with the Educational Outreach Manager and the Communications Manager to facilitate programming and execute goals and objectives of the Pipeline Program. The Pipeline Program Summer Coordinator will also coordinate with department managers, supervisors, and Pipeline Program Ambassadors to ensure the both the interns and department staff are having a positive Pipeline Program experience.

This is an active position that requires visiting multiple Commission work sites each day, participating in intern activities including field trips to other utilities, community service projects, and other enrichment activities. The Coordinator is also expected to engage interns in relevant and purposeful conversation about career planning and serve as a model and mentor to the interns.

An ideal candidate will have experience working with high school students as a teacher, guidance counselor, college/career advisor, or other educational and career development background.

This is a part-time seasonal position that works under the direction of the Educational Outreach Manager and the Communications Manager.

To apply please send a cover letter and resume to admin.mgr@waterandsewer.org by May 29, 2023.

For summer 2023, the schedule will be:

- Monday – Thursday
- 7:00 AM – 3:30 PM (8 hours of pay and .5 hour unpaid lunch each day; total of 32 hours of pay per week)
- June 26 – August 17
 - No work July 3 or 4

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- With up to 32 hours of paid planning/prep time for meetings and coordination with Educational Outreach Manager and the Communications Manager, and other SWSC staff, prior to the start of the program as needed at the discretion of the Educational Outreach Manager.
- Up to 8 hours of paid time for program debrief/wrap up after program ends on August 17.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to:

- Supervise and manage 12 high school-aged interns and execute Pipeline Program objectives
- Drive a 15-passenger van and/or Commission vehicles to various Commission sites each day, or other locations for Pipeline Programming, including
 - Superneau Operations Center, Springfield
 - Locations within the distribution and collection system (primarily City of Springfield)
 - West Parish Filters, Westfield
 - Cobble Mountain Reservoir and watershed, Blandford/Granville
 - Administration Offices and Springfield Regional Wastewater Treatment Facility on Bondi's Island, Agawam
 - Provin Mountain, Agawam
 - Ludlow Reservoir, Ludlow
- Support program logistics – getting interns to sites, managing daily activities, coordinating events and trips, etc.
- Provide guidance and mentorship to interns as they explore career pathways
- Complete any necessary reports or intern evaluations and other Pipeline Program related paperwork
- Participate in safety trainings
- Provide academic support (primarily math and science) to interns as part of the weekly Intro to Becoming a Public Water System Operator course
- Supervise Pipeline Interns during off-site field trips/visits to other water utilities, local colleges, or other off-site internship activities
- Help plan and facilitate the intern community service project
- Support Communication Department with planning and logistics of End of Program Celebration
- Effectively coordinate and communicate with supervisors, managers, and Pipeline Program Ambassadors
- Other duties as assigned

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MINIMUM QUALIFICATIONS

Education and Experience:

High School diploma; some college is preferred

Experience working with high school students

Experience providing education, counseling, and/or mentoring to high school students

Knowledge, Abilities, and Skills:

Ability to safely drive a 15 passenger van and navigate the cities of Springfield, Westfield, Agawam, Ludlow, and West Springfield

Ability to effectively direct and redirect teenage interns

Competency in high school level math and science and ability to effectively provide academic support to interns

Ability to effectively communicate with high school students

Certifications and licenses:

Must possess and maintain a valid driver's license