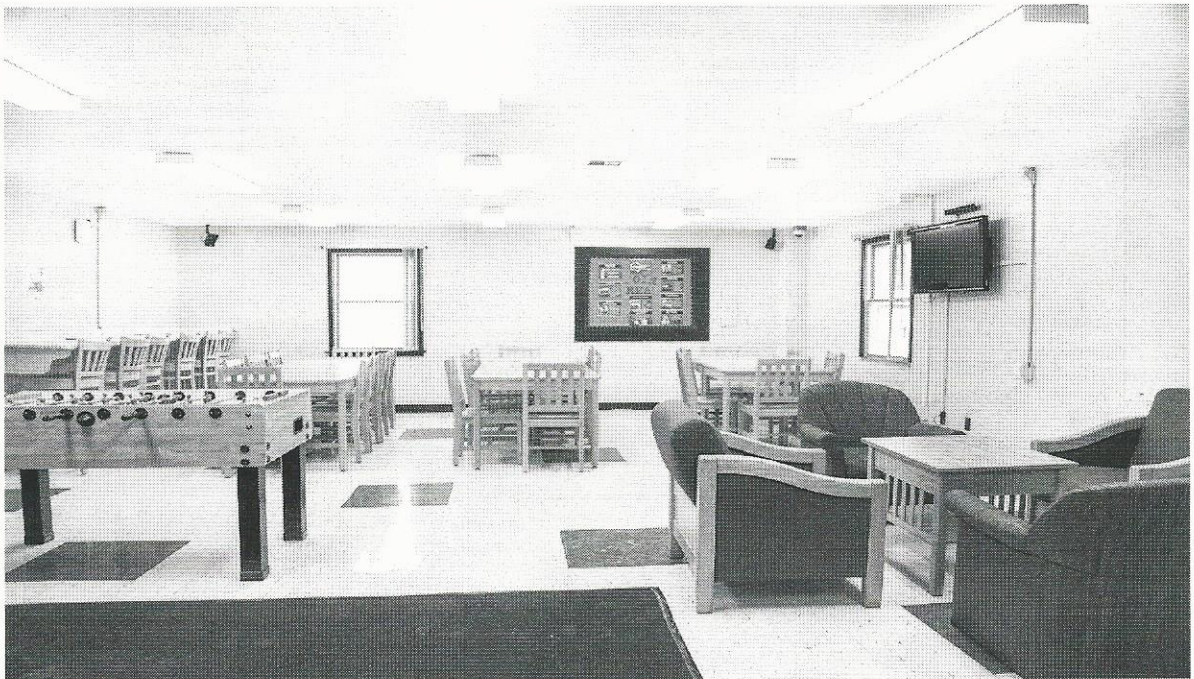


Atlantis Apartments. This facility is attached to the leasing office of Atlantis Apartments which is located at 777 Hope Lane, Virginia Beach, VA 23451. It is in a secure location where the weekly meetings with the youth will be conducted. Their parents are welcome to attend. The at-risk youth, their parents, and the community will benefit from the program. The anticipated outcomes are as follows:

- The youth who consistently participate in the program will improve academically, emotionally, and socially.
- The attitudes of the youth will improve and inappropriate behavior such as fighting and the use of profane language and substance abuse will decrease.
- The youth will get to travel to amusement parks and historical sites for little or no cost.
- Parents will become more involved in their youth's daily activities.
- Youth will participate in giving back to other needy families within the community.

Atlantis Progressive Youth Recreational Center



The Resource Administrator and Program Manager will work Tuesday-Friday from

9AM -3PM Tuesday –Friday and one Saturday a month from 8-12 PM for the Teen Dances. During the week, agendas for the APY Meetings will be drafted, donations will be solicited, trips will be scheduled, and the budget will be reviewed. Meetings will be held for one hour on Wednesdays at 7 PM.

Job Description:

Position: Program Director of Atlantis Progressive Youth (APY) will coordinate lead all fundraising events for this non-profit organization, which currently generates about \$95,960 annual revenue. The Director of APY assists the Resource Administrator of the organization and supervises Program Assistant. The Director also serves as the point of contact for all the fundraising and volunteer committees. The ideal candidate will be creative and have the ability to produce results. The individual should enjoy working with the youth, be an excellent communicator, listener, and have excellent team building skills.

Specific responsibilities:

- Plan and manage fundraising events.
- Manage, provide leadership, and train the program assistant and volunteers.
- Coordinate and direct the solicitation for donations.
- Prepare event sponsorship proposals.
- Oversee raffles and special events.
- Work closely with Resource Administrator.
- Other development projects/events as assigned.

Qualifications:

- Bachelor's Degree required.
- Minimum 3 years of event management experience with a proven track record.
- Excellent communication skills and attention to detail.
- Ability to manage multiple projects with strict deadlines.
- Excellent computer skills including Microsoft Office.
- Ability to participate in evening/weekend events as needed

Salary commensurate with experience. For more information about Atlantis Progressive Youth, please visit the website at www.atlantisprogressiveyouth.com

Salary:

Commensurate with Experience

Job Closing Date::

8/15/2017

Email cover letter and resume to: malina.moss@apy.com

Job Description:

Position: **Program Assistant** - assists the Program Manager with securing a spot at gas stations for car washes, and a designated area at various retailers for bake sales, etc. Work 10 hours each week for 20 weeks. The Program Assistant also reserves group tickets at amusement parks, hotels, and historical sites. The ideal candidate will be creative and have the ability to produce results. The individual should be a great communicator, listener, and have excellent team building skills.

Specific responsibilities:

- Plan fundraising events.
- Work well with volunteers.
- Solicit donations.
- Prepare event sponsorship proposals.
- Coordinate raffles and special events.
- Work closely with the Program Manager.
- Other projects as assigned.

Qualifications:

- Associate's Degree required.
- Minimum 1 year of coordinating events.
- Excellent communication skills and attention to detail.
- Ability to multi-task.
- Excellent computer skills including Microsoft Office.
- Ability to participate in evening/weekend events as needed

Salary commensurate with experience. For more information about Atlantis Progressive Youth, please visit the website at www.atlantisprogressiveyouth.com

Job Closing Date:

8/15/2017

Email cover letter and resume to: malina.moss@apy.com

Job Description:

Position: **Disco Jockey** – Play a variety of music such as R&B, Rap, Love Ballads, etc. at teen dances. The individual will work 5 hours a month on Saturday nights. The individual should be able to excite the crowd.

Specific responsibilities:

- Play music in rotation.
- Work well with youth.
- Be on time.

Qualifications:

- Excellent DJ skills on the microphone and turntable.
- Be able to work one Saturday a month.

Salary commensurate with experience. For more information about Atlantis Progressive Youth, please visit the website at www.atlantisprogressiveyouth.com

Job Closing Date:

8/15/2017

Email application with references to: malina.moss@apy.com

Budget Narrative

Atlantis Progressive Youth coordinates and manages \$95,960 annually; however, the budget for the first three months was \$13,687.98. The Budget Narrative is as follows:

Salary – Total: \$68,300.00

Resource Administrator oversees the program and will spend 100% of their time hiring, supervising and training staff. This individual's annual salary is \$33,300.00 and is covered for the full 12 months of the contract.

Program Manager will spend 100% of their time coordinating bake sales, car washes, dances and trips for the youth. This individual's annual salary is covered for 12 months of the contract totaling \$30,100.00.

Program Assistant is a part-time assistant which will assist the Program Director with securing a spot at gas stations for car washes, a designated area at various retailers for bake sales, etc. This individual's annual salary is \$3100.00 for 10 hours a week for 20 weeks of the contract year.

Music DJ is a part-time Disc Jockey for the teen dances. This individual's salary is \$1800.00 for 5 hours a month.

Fringe benefits and taxes- \$22,000

Employee Training: needed for supplies during orientation for staff. $\$20.00 \times 12 \text{ months} = \240.00 .

Meeting Supplies: to provide supplies for administrative meetings, workshops, etc. $\$75.00 \times 12 \text{ months} = \900.00 .

Snacks for weekly meetings and to sell at dances - $\$80.00 \times 12 = \960.00

APY T-Shirts – Cost for 53 T-Shirts is \$1060.00

Costs for travel - \$2500.00

Total Expenses: \$95.960

Sources of Income

It primarily operates on Grassroots Fundraising and Sales, such as bake sales, car washes, raffles, teen dances, in-kind contributions, and planned giving. Approximately 30% of the income is provided from federal grants.

Events & Services offered by
Atlantis Progressive Youth

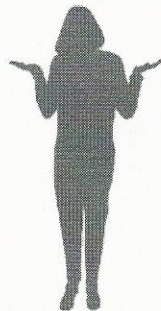
APY holds weekly meetings on Wednesday's for at risk youth in Atlantis Apartments Recreational Center. If you enjoy bake sales, car washes, dances and traveling, please join us.

The meetings help to:

Build character and Self-Esteem.

The youth will leave edified, encouraged, empowered, and with a different perspective.

The organization also assists with food and advocates for parents of youth with the leasing office.



(757) 555-1212

AtlantisProgressiveYouth.com

(malina.moss@apy.com)

About Us

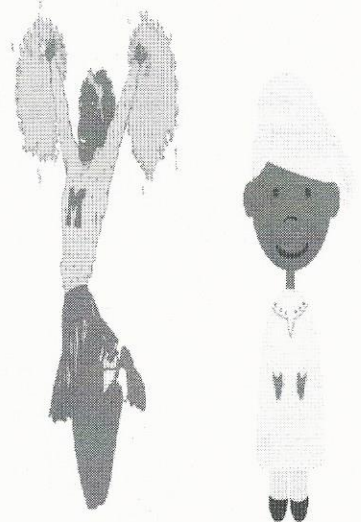
Atlantis Progressive Youth is a community based non-profit organization in Atlantis Apartments who build character in youth ages 12-17.

Mission:

APY serves the community by building character in at risk youth who reside in subsidized housing in Atlantis Apartments.

ATLANTIS PROGRESSIVE YOUTH (APY)

Character Building Traits & Qualities For a Lifetime



Atlantis Progressive Youth (APY)

777 Hope Lane

Virginia Beach, VA 23451

Phone: (757) 555-1212

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