



PASE

PARTNERSHIP FOR AFTER SCHOOL EDUCATION

JOBS BULLETIN

July 2010

IN THIS MONTH'S EDITION:

- **Management Positions**
- **Program Positions**

Please visit www.pasesetter.org to submit job listings.

MANAGEMENT POSITIONS

CAMBA

(F/T) POSITION: Supervisor II - Kids Excel

HRS: Program hours are from 3:20pm – 6pm Mondays-Thursdays, and 1:50pm – 6pm on Fridays.

CAMBA Kids Excel will serve 180 elementary school age students at Achievement First: Crown Heights. This program provides homework help, conflict resolution, academic enrichment, recreation, community circle, clubs and creative arts programming. In addition, this program will operate up to 20 days when school is closed. Staff assigned to work on these days will work from 8am – 6pm.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- The person filling this position is expected, under general direction, to ensure the smooth day-to-day running and supervision of program-related staff and services in accordance with all program goals, targets, and performance outcomes and all CAMBA and program policies, procedures, and protocols; including the following:
- Ensure the safety and security of each program participant by following all CAMBA after-school protocols and procedures including but not limited to procedures and protocols regarding safety, supervision, accident and incident reporting.
- Ensure that staff is fully trained in a broad range of areas including child development, effective teaching strategies, behavioral management, positive reinforcement techniques and service issues.
- Coordinate outreach, enrollment and linkages for activities with subcontractors and cultural institutions. Interface with parents through family nights, office visits, telephone calls and follow-up referrals as necessary.
- Actively monitor students in the hallways, bathrooms and classrooms to ensure a safe environment.
- Plan and organize program activities to maximize program contract's goals and performance targets.

- Communicate effectively with participants, direct reporting staff, peers, supervisors, and funders.
- Motivate, coach and counsel direct reporting staff to excel.
- Improve teamwork among direct reporting staff as well as among peers.
- Review and sign timesheets, conduct regular staff meetings, and address all concerns to the Program Manager or Program Director.
- Troubleshoot participants and direct reporting staff program problems in accordance with program policies, procedures, and protocols.
- Work with direct reporting staff to improve work performance through client feedback, training, and other appropriate mechanisms.
- Overcome resistance to change from participants, direct reporting staff, and supervisors/funders.
- Administer constructive discipline to direct reporting staff, as needed.
- Manage own time effectively and coordinate program activities to maximize time of direct reporting staff.
- Monitor participants' progress weekly.
- Review all documentation related to participants' progress for accuracy, completeness, and clarity.
- Participate in administrative and staff meetings as requested.
- Provide all required information for weekly/monthly/quarterly/semester/annual reports to CAMBA management and/or to funders.
- Prepare performance appraisals for direct reporting staff.

QUALIFICATIONS:

MINIMUM EDUCATION/EXPERIENCE REQUIRED

- Bachelor's degree and two years of applicable experience and/or equivalent experience.

OTHER REQUIREMENTS:

- Must obtain Dept. of Health, Dept. of Education fingerprint clearance; doctor's note certifying good health; proof of negative results from TB test; and State Central Registry (SCR) clearance.
- Ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment. Ability to adapt to the culture and environment of a public school

SALARY:

CONTACT:

- Please write "Supervisor II - Kids Excel" in subject of e-mail. Please send resume and cover letter in MS word to: submitresumes@CAMBA.org

CAMBA

(F/T) POSITION: Supervisor II - Kids Succeed After School

HRS:

DUTIES AND

CAMBA Kids Succeed After-School Program serves 150 students in grades K – 5th at Beginning with Children Charter School. This program began in 2004 and is funded by The After-School Corporation (TASC) and the Department of Youth and Community Development (DYCD). Modeled after our successful Kids Connect program, CAMBA Kids Succeed offers homework help, conflict resolution, counseling, academic enrichment, recreation and creative arts programming. It features partnerships with the Brooklyn Center for the Urban Environment and Marquis Studios.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- The person filling this position is expected, under general direction, to ensure the smooth day-to-day running and supervision of program-related staff and services in accordance with all program goals,

targets, and performance outcomes and all CAMBA and program policies, procedures, and protocols; including the following:

- Ensure the safety and security of each program participant by following all CAMBA after-school protocols and procedures including but not limited to procedures and protocols regarding safety, supervision, accident and incident reporting.
- Ensure that staff is fully trained in a broad range of areas including child development, effective teaching strategies, behavioral management, positive reinforcement techniques and service issues.
- Coordinate outreach, enrollment and linkages for activities with subcontractors and cultural institutions.
- Interface with parents through family nights, office visits, telephone calls and follow-up referrals as necessary.
- Actively monitor students in the hallways, bathrooms and classrooms to ensure a safe environment.
- Plan and organize program activities to maximize program contract's goals and performance targets.
- Communicate effectively with participants, direct reporting staff, peers, supervisors, and funders.
- Motivate, coach and counsel direct reporting staff to excel.
- Improve teamwork among direct reporting staff as well as among peers.
- Review and sign timesheets, conduct regular staff meetings, and address all concerns to the Program Manager or Program Director.
- Troubleshoot participants and direct reporting staff program problems in accordance with program policies, procedures, and protocols.
- Work with direct reporting staff to improve work performance through client feedback, training, and other appropriate mechanisms.
- Overcome resistance to change from participants, direct reporting staff, and supervisors/funders.
- Administer constructive discipline to direct reporting staff, as needed.
- Manage own time effectively and coordinate program activities to maximize time of direct reporting staff.
- Monitor participants' progress weekly.
- Review all documentation related to participants' progress for accuracy, completeness, and clarity.
- Participate in administrative and staff meetings as requested.
- Provide all required information for weekly/monthly/quarterly/semester/annual reports to CAMBA management and/or to funders.
- Prepare performance appraisals for direct reporting staff.

QUALIFICATIONS:

MINIMUM EDUCATION/EXPERIENCE REQUIRED:

- Bachelor's degree and two years of applicable experience and/or equivalent experience.

OTHER REQUIREMENTS:

- Must obtain Dept. of Health, Dept. of Education fingerprint clearance; doctor's note certifying good health; proof of negative results from TB test; and State Central Registry (SCR) clearance.
- Ability to maintain State Central Registry (SCR) clearance and fingerprint clearance throughout the duration of employment.
- Ability to adapt to the culture and environment of a public school After school programs operate Monday thru Friday for 3 hours directly after day school dismissal.
- Ability to adapt to the culture and environment of a public school

SALARY:

CONTACT:

- Please write "Supervisor II - Kids Succeed" in subject of e-mail. Please send resume and cover letter in MS Word attachment to: submitresumes@CAMBA.org

PROGRAM POSITIONS

CAMBA

(P/T) POSITION: Various Part-Time After School Positions

HRS:

Are You?

- A person who loves working with children
- Interested in learning about different cultures
- Someone who values a diverse educational experience
- Interested in music, dance, art, languages, sports, writing, science, film, photography, sewing, crafts, and more CAMBA After-School Programs
- Are dynamic and diverse
- Provide Homework Help, Academics, Arts, and Recreation
- Enrich children's sense of community

CAMBA runs after-school programs in 11 different NYC Public Elementary and Middle schools. The schools are located in the following Brooklyn neighborhoods: Bay Ridge, Bedford Stuyvesant, Clinton Hill, Brownsville, Crown Heights, East Flatbush, Flatbush and East Williamsburg.

DUTIES:

The programs are currently hiring for the following PART-TIME (M-F afternoon) positions:

- Program Leader - Must be a college graduate or currently enrolled in college. Experience working with youth. Leaders plan and lead daily activities and manage classroom. Must be available to work Monday through Friday.
- Program Assistant - Must have a high school/GED diploma or currently enrolled in high school. Assist leader in facilitating activities and monitoring classroom. Must be available to work Monday through Friday.
- Family Liaison - Must have community, youth and administrative experience. Enters daily attendance using online databases and communicates regularly with students' families. Must be available to work Monday through Friday.
- Program Specialist - Proven three years of professional experience and specialization. Bilingual English/Spanish/Haitian Creole/Cantonese/Mandarin preferred.

QUALIFICATIONS:

- Program Leader - Must be a college graduate or currently enrolled in college. Experience working with youth. Leaders plan and lead daily activities and manage classroom. Must be available to work Monday through Friday.
- Program Assistant - Must have a high school/GED diploma or currently enrolled in high school. Assist leader in facilitating activities and monitoring classroom. Must be available to work Monday through Friday.
- Family Liaison - Must have community, youth and administrative experience. Enters daily attendance using online databases and communicates regularly with students' families. Must be available to work Monday through Friday.
- Program Specialist - Proven three years of professional experience and specialization.

SALARY:

CONTACT: Please send resume and cover letter to: Submitresumes@CAMBA.org *Please indicate a preference for position and neighborhood*

FIGURE SKATING IN HARLEM

(P/T) POSITION: Skating Instructor

HRS: M, T, Th 5-6:30 Wed. 5-6

DUTIES:

Figure Skating in Harlem is a pioneering non-profit youth development organization. Our mission is to transform young lives and help Harlem girls grow in confidence, leadership and academic achievement.

- Enthusiastic coaches needed to teach innovative group figure skating classes for beginners through Freestyle 6. Students are girls from the Harlem community aged six to sixteen and classes run during the early evenings from mid-October through April.
- Instructors are assigned their own group, follow the ISI standards and choreograph a routine for the annual ice show. Classes take place at Riverbank State Park in Upper Manhattan and Lasker Rink in Central Park.

QUALIFICATIONS:

- Prior teaching experience in ice skating and/or competitive figure skating experience required. interns.

SALARY:

- \$55-65/ 90 minute session

CONTACT:

Figure Skating in Harlem 361 West 125th Street, 4th Floor New York, NY 10027 Fax: (646) 689-3440 E-Mail: info@figureskatinginharlem.org

FIGURE SKATING IN HARLEM

(P/T) POSITION: Youth Counselor/Tutor

HRS: M, T, Th, 3:30-8pm, Wed. 4-6:30pm, Fri 4-6pm

DUTIES:

Figure Skating in Harlem is a not-for-profit community-based organization providing educational, cultural and athletic opportunities for girls in Harlem through the unique discipline and art of figure skating. FSH provides an innovative after-school ice skating and educational program designed to build teamwork, leadership, confidence and academic achievement.

- In charge of directly supervising girls, ages 6 – 16, during program hours;
- responsible for assisting students with homework and tutoring students one-on-one as needed;
- ensuring students' safety and well being;
- maintaining a disciplined and structured environment;
- attendance;
- organizing and chaperoning groups to and from classes;
- assisting students with equipment (lacing skates, organizing belongings etc.) and clothing;
- supervising students on field trips and special events;
- acting as a liaison to parents.

QUALIFICATIONS:

- Responsible, mature, punctual, organized and energetic individual.
- Experience working with children in an educational capacity a must.
- Interested in girls development and education.

- Knowledge of ice skating is not required.

SALARY:

- \$15-20/hour

CONTACT:

Search Counselor Figure Skating in Harlem 361 West 125th Street, 4th Floor New York, NY 10027 Fax: (646) 689-3440 E-Mail: info@figureskatinginharlem.org

HAMILTON MADISON HOUSE

(F/T) POSITION: School Age Program Coordinator

HRS: 40 hours during summer months and 30 hours during school year

DUTIES:

- Recruitment and hiring of staff
- Supervision of staff
- Registration of program participants for all School Age Programs including Afterschool Program and Day Camp
- Scheduling of weekly staff meetings and staff trainings
- Development of collaborations with local schools and community resources
- Planning of special program events
- Monitoring and development of annual program budget
- Completion of required reports for private and governmental funding sources
- Ongoing interaction with parents of participants
- Collaboration with Fiscal, Development and Human Resources departments of Hamilton-Madison House
- All other duties as requested by Associate Executive Director in order to assure quality programming for children ages 5-12
- The position will be available on August 23, 2010.

QUALIFICATIONS:

- Bachelor Degree or Associates Degree in education, social services or related field with at least two years of experience with programming for children ages 5-12
- Good writing, organizational and administrative skills
- One year of supervisory experience
- Knowledge of Cantonese or Mandarin a plus but not essential

SALARY:

- Commensurate with experience

CONTACT:

Submit your cover letter and resume to: Linnit Lawton, HR Director Hamilton-Madison House; 50 Madison Street; New York, NY 10038 Fax: 212-349-2793; Email: hrdept@hmonline.org

HAMILTON MADISON HOUSE

(P/T) POSITION: Group Educator

HRS: 15 hrs per week

DUTIES:

- Teaches in conjunction with Department of Education
- Plans a program of study, employing a variety of instructional techniques and instructional media which meets the individual needs, interests and abilities of the students ages 5-12.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students
- Assist the administration in implementing all policies and rules
- Encourages students to set and maintain standards of classroom behavior
- Guides the learning process toward the achievement of curriculum goals and in harmony with the goals, establishes clear objectives for all lessons, units, projects, and the like to communicate these objectives to students
- Evaluate pupils' academic and social growth, keeps appropriate records and prepares progress reports
- Maintains accurate and complete records
- Schedules and plans academically oriented special events

QUALIFICATIONS:

- Junior/Senior in College –Education major a plus
- Bilingual English/Chinese a plus
- Experience in creating and implementing lesson plans in the classroom
- Excellent interpersonal skills
- Good organizational skills

SALARY:

- Commensurate with experience

CONTACT:

- Submit cover letter and resume to: Human Resources Department Hamilton-Madison House 50 Madison Street New York, NY, 10038 Fax: 212-349-2793 Email: hrdept@hmhonline.org