



NY Part- Time Program Coordinator

Salary: \$12 - \$14/ hr based on location and experience
Location: Bronx , NY,

Description:

buildOn Part Time Program Coordinator

Position Summary: buildOn is seeking a passionate, experienced, creative, results-oriented and professional self-starter with youth mentoring experience to support its youth empowerment after school program in two –four of our area high schools.

I. PURPOSE

•This position focuses on running our youth development after-school program in high schools, which use community service, fundraising for developing countries, and global education as its vehicle to youth empowerment. Program Coordinators work closely with teachers and student leaders to motivate program members to achieve buildOn goals.

II. ESSENTIAL FUNCTIONS

- Support and supervise two- four buildOn after-school programs (approximately 25 students per school) in their efforts to initiate and sustain weekly community service work, global education initiatives and to reach fundraising goals.
- Deliver interactive global education and recruitment presentations to high school classrooms of the buildOn schools you supervise.
- Maintain and manage accurate records and data of student activity and submit monthly qualitative and quantitative progress reports.
- Plan, organize, and facilitate large-scale, weekend group service projects.
- Support planning and implementation of other regional events, activities, and initiatives.
- Perform other duties as assigned by the Program Supervisor.

Additional Qualifications:

III. PRIMARY (NECESSARY) QUALIFICATIONS

- Passion and enthusiasm for working with teenagers.
- Willing to work 4 weekends/ month.
- Able to commit to one full school year of work with buildOn.
- Access to a car or willing to utilize public transportation for travel to schools and projects.
- Demonstrable ability to mentor and work with high school age students of diverse backgrounds and involvement levels.
- Demonstrable ability to self-organize, pay attention to detail, and event manage.
- Strong computer, presentation, communication, and leadership skills.

IV. SECONDARY (DESIRED) QUALIFICATIONS

- Experience working in schools, classrooms, youth centers, or youth programs.
- Working towards a degree in a relevant field.

- Ability to analyze challenges and creatively problem solve.
- Demonstrated experience and ability to communicate effectively with parents.
- Knowledge of the communities in which we work.
- Regionally relevant bi-lingual speaking skills a plus.
- Sincere interest in learning new skills

How to Apply:

- Please explore our website: www.buildOn.org
- Please submit a cover letter and resume to:
Glenda Hernandez, New York Program Supervisor
Email: Glenda.Hernandez@buildonus.org
- No phone calls please. •buildOn is an equal opportunity employer.