



Program Coordinator

I. POSITION OUTLINE:

buildOn is seeking qualified applicants for the position of Program Coordinator in the NY buildOn office to work directly with five (5) buildOn after-school programs in Bronx high schools and coordinate weekend service projects for these five schools. Program Coordinators motivate student program members to achieve weekly volunteer service goals, complete international fundraising activities and support global education efforts. You will also coordinate all service including planning, organizing, and participating in community service projects on weekends for buildOn program members from all over the region. Program Coordinators will receive intensive support and professional development in the field of youth work and education. buildOn is seeking highly motivated and dynamic people to join the program team.

II. DUTIES AND RESPONSIBILITIES:

- Support buildOn student's efforts to initiate and sustain weekly community service work, to reach sponsorship goals and support on-going global education
- Submit monthly progress reports on program activities
- Plan, organize, and facilitate weekend service projects for five school groups (approximately 25 students each)
- Plan, organize, and facilitate 2 large scale service projects (100+ participants) per school year known as Regional Service Projects (RSP)
- Lead the planning of our annual Year End Celebration
- Deliver Global Education Curriculum in classrooms of the buildOn schools you supervise
- Support buildOn enrichment programs (Lead and Trek programming) as necessary
- Implement new program initiatives as necessary
- Perform other duties as assigned by the Program Manager

III. QUALIFICATIONS:

- Applicant must have experience and enthusiasm for working closely with high school students. In the role of Program Coordinator, s/he will interact with students at each of the schools on a weekly basis.
- Experience with diverse student populations is essential.
- Public speaking, group facilitation, time management and strong organizational skills are essential.
- A background in community service and volunteerism are preferred.
- Experience and knowledge of community agencies and volunteer sites in the region is a plus.
- Must have a foundational knowledge of Youth Development

IV. OPPORTUNITIES:

- Intensive, on-going professional development and mentoring in the field of youth work.
- Develop experience and skills in out of school programming and event planning.
- Chance to contribute to a dynamic, grass-roots organization helping to grow & evolve our programs.
- Impact the lives of diverse youth through buildOn programming.
- Participation in various community service projects and collaborate with neighborhood agencies.

V. ADDITIONAL INFORMATION:

- This job is based out of the buildOn Office in the Bronx, NY
- THIS JOB IS A TUESDAY-SATURDAY POSITION
- Salary is low – mid \$30K dependent upon experience and qualifications
- This position reports to the Regional Supervisor
- Anticipated start date: October 19, 2009
- Interested applicants should explore the website: www.buildon.org
- Please email a cover letter and resume (include job title) to Vanessa Liles: vanessa.liles@buildon.org or fax to 203-961-5087 (No calls please)