



**PASE**

PARTNERSHIP FOR AFTER SCHOOL EDUCATION

# JOBS BULLETIN

September 2010

IN THIS MONTH'S EDITION:

- Management Positions
- Program Positions

Please visit [www.pasesetter.org](http://www.pasesetter.org) to submit job listings.

## MANAGEMENT POSITIONS

### GRAND STREET SETTLEMENT

**(P/T) POSITION:** LMSW

**HRS:** 25 hours a week, M-F

#### **DUTIES**

- Provides direct case management/individual counseling services to Beacon Site
- Provides 40 families with intensive services
- Facilitates group discussions
- Assist with work and college readiness workshops
- Attend weekly school meetings and or functions Perform outreach and home visits to family and children
- Will assist students in meeting the attendance and academic standards of the Department of Education
- Development and implementation of attendance improvement strategies such as outreach, individual assessment and counseling, youth development support, and group work
- Referrals to other community services to address immediate and long term issues and family intervention
- Plans after school activities that engage students and encourage them to stay in school after hours
- Other duties as assigned

#### **QUALIFICATIONS:**

- LMSW required, LCSW preferred
- At least 2 years experience providing direct services to youth(i.e. individual counseling, group work, family intervention, attendance improvement, crisis intervention, & youth development) in a JHS or HS complex environment)
- Bilingual English/Spanish preferred
- Strong writing and basic computer skills
- Must be youth, parent, family & community friendly

- Must have excellent problem solving skills and be a team player
- Experience working in a school based program
- Ability to work well with multiple programs site
- Experience planning after school activities Bachelor's degree and two years of applicable experience and/or equivalent experience.

**SALARY:** \$26/hour

**CONTACT:** thanh bui, beacon program director; [tbui@grandstreet.org](mailto:tbui@grandstreet.org)

## **NEW YORK JUNIOR TENNIS LEAGUE**

**(F/T) POSITION:** Program Manager for After School Program

**HRS:** Mon.-Fri.: 9am-5pm

### **DUTIES:**

The New York Junior Tennis League (NYJTL) is seeking a strong leader to join our team and oversee the operation and success of 12 tennis themed based after school programs throughout NYC. All of our Aces Programs have three core components, 1) Tennis 2) Character Counts and 3) Nutrition. We are looking for an experienced manager who is results-oriented, reliable, trustworthy and a team player. The person must be committed to the mission of NYJTL. The Program Manager will be responsible for:

- Qualitative assessments of 12 tennis themed after school sites
- Monitoring of budgets
- Recruitment and evaluation of after school staff
- Training, professional development, and daily supervision of Site Directors
- Contract compliance, including record keeping, reporting (particularly on attendance), fingerprinting, building permits, payroll related documents and all other regulations under NYJTL policies and main funders (DYCD, OCFS, etc.).
- Implementation of enrichment activities and theme based projects
- Age appropriate curriculum development and scheduling of activities
- The Program Manager is the primary liaison between NYJTL and school principals, between Site Director and NYJTL staff, and between Site Director and funding sources. The right candidate will effectively delegate and empower others, demonstrate strong conflict resolution and crisis management skills, manifests a willingness to take responsibility and accountability to get things done. He/She must be able to effectively engage teachers, families, and communities in partnerships to support our programs and the youth we serve. He/she needs to be able to clearly articulate outcome requirements and be able to provide the necessary and appropriate resources and support for staff and managers to successfully deliver on stated objectives. New York Junior Tennis League (NYJTL) is the largest tennis and education-themed community organization in the United States and offers comprehensive school and community based programs throughout New York City's five boroughs serving more than 10,000 youth from ages 6-18.

### **QUALIFICATIONS:**

- Two to four years experience managing youth programs and staff are a must
- Demonstrated success overseeing multiple after school programs at once
- Prior experience managing after-school budgets in excess of \$500,000.
- Bachelors in Education or a related field required. Master's preferred.
- Must know MS Office.
- Knowledge of tennis a + but not required

**SALARY:**

**CONTACT:** Nancy Tvedt at [ntvedt@nyjtl.org](mailto:ntvedt@nyjtl.org) or fax cover letter and resume to 347-238-2318

## PROGRAM POSITIONS

### GRAND STREET SETTLEMENT

**(P/T) POSITION:** Activity Specialist

**HRS:** 15 hours/wk m-f 3-6, 3:30-6:30pm

**DUTIES:**

- Curriculum writing and implementation
- Facilitates group activities ranging from rap groups, leadership training, creative projects in the arts & performance arts, special events, advocacy and community building
- Provides additional support as necessary
- Special Projects as assigned

**QUALIFICATIONS:**

- Bachelors Degree or some college preferred
- Previous experience working with k-8th graders in areas of homework help, team building, and creativity projects
- Ability to tutor youth

**SALARY:** \$10-\$15.40/hr

**CONTACT:** Thanh bui, program director, [tbui@grandstreet.org](mailto:tbui@grandstreet.org)

### GRAND STREET SETTLEMENT

**(P/T) POSITION:** After School Youth Workers (2 positions)

**HRS:** approx 12-15 hours per week Flexible b/w 3pm- 8pm ; Occasional Saturdays b/w 11-2pm

**DUTIES:**

Under the supervision of the Director of Youth Services & After-school Assistant Director, the After School Youth Worker will assist in promoting growth, leadership and positive self image in all young people of our youth center. Assists in the day to day functioning of our Teen Center & Service Learning program

- Currently a High School Senior with a GPA of 3.0 or better required; College student preferred
- 2 or more years experience working with youth (volunteer experience is acceptable).
- Candidate must be very responsible; organized & demonstrate positive communication skills.
- Ideal candidate is personable, energetic, & enthusiastic.

**QUALIFICATIONS:**

- Currently a High School Senior with a GPA of 3.0 or better required; College student preferred
- 2 or more years experience working with youth (volunteer experience is acceptable).
- Candidate must be very responsible; organized & demonstrate positive communication skills.
- Ideal candidate is personable, energetic, & enthusiastic.
- Screening and Compliances: The offer of this position requires compliance with the following: Employee must successfully complete fingerprinting and a New York State Clearance Review background check as well as an updated physical & TB shot

**SALARY:** \$8-\$10

**CONTACT:** Please send all CV letters & Resumes with the subject header "AS Youth Worker" To Judith Sam, Director of Youth Services Grand Street Settlement 80 Pitt Street, New York, NY 10002 [youthservicescenter@grandstreet.org](mailto:youthservicescenter@grandstreet.org) Fax: 212-979-8677 No phone calls, please.

### **GRAND STREET SETTLEMENT**

**(P/T) POSITION:** Boys & Young Men's Activity Specialist

**HRS:** 15 hrs per week, Mon- Fri flexible b/w 3pm- 8pm, Occasional Sat.

#### **DUTIES:**

Under the supervision of the Director of Youth Services & Assistant Director, the BYMI Activity Specialist will assist in promoting growth, leadership and positive self image in all boys of our youth center. Managing approx. 25 boys in structured (gender based) activities independently. The position involves assisting in the day to day classroom management of children, program instruction, leading young people in structured activities and implementing other aspects of Youth Service's youth development curriculum. Must be flexible/available M-F between 3 – 8pm; Saturday mornings & afternoons

- Coordinate & facilitate structured activities/ workshops for boys 11-17 years of age
- Work collaboratively with other girls initiative programs within agency and other CBO's
- Collaborate with GYWI [Girls & Young Women's Initiative] in coordinating activities
- Accompany young people on off-site trips and all other activities
- Attend all meetings as required by supervisor
- Attend required 15 hours of staff development /School Age Child Care [SACC] requirements
- Responsible for recruitment & outreach for BYMI initiative
- Administrative duties include: completing program activity sheets/ lesson plans, monitoring sign in sheets; follow up call log to parents and participants
- Other duties as assigned by Assistant Director/ Director of Youth Services
- Upon successful job performance candidate will be offered the opportunity continue employment in our Summer Camp Program (must have 2 performance evaluations on file)

#### **QUALIFICATIONS:**

- HS Diploma Required; Bachelors Degree preferred
- Current CPR for Professional Rescuer, First- Aid/Responding To Emergencies a plus
- 1 or more years experience with creating & implementing curriculum/ lesson plans and group facilitation with girls in creative arts, recreational activities; self- esteem; nutrition; youth leadership & health
- Artistic & Physical Education background or interest
- Ability to engage boys ages 11 to 17 in educational and recreational activities
- Possesses skills to facilitate youth group activities
- Excellent interpersonal & strengths based class room management skills
- Screening and Compliances: The offer of this position requires compliance with the following: Employee must successfully complete fingerprinting and a New York State Clearance Review background check as well as an updated physical & TB shot

**SALARY:** \$12-15 per hour

**CONTACT:** Please send all CV letters & Resumes with the subject header "BYMI Activity Specialist" To Judith Sam, Director of Youth Services Grand Street Settlement 80 Pitt Street, New York, NY 10002 [youthservicescenter@grandstreet.org](mailto:youthservicescenter@grandstreet.org) Fax: 212-979-8677 No phone calls, please.

## **GRAND STREET SETTLEMENT**

**(P/T) POSITION:** College Advisor

**HRS:** 20 hours

### **DUTIES:**

- The responsibility of the College Advisor is to provide additional support and guidance to high school students with specific attention paid to the juniors and seniors for college preparatory.
- The College Advisor will have a caseload of students they will be responsible for.
- The College Advisor will also be responsible for organizing trips to visit colleges and college fairs and will also conduct College Awareness workshops to assist students during lunch and after school.
- Work collaboratively with school guidance department to assure that students are acquiring the information necessary to succeed both in and after high school
- Manage a caseload of senior students – follow up
- Schedule college trips and SAT prep classes
- Other assignments as required
- Maintain regularly scheduled office hours
- Maintain data and spreadsheets in an organized, efficient and timely manner

### **QUALIFICATIONS:**

- Bachelor's degree in Education, Counseling or related field experience
- Demonstrated understanding of the college application and financial aid processes
- Excellent written and oral communication skills
- Experience working with high school students, giving presentations and facilitating
- Organized and detail oriented
- Previous experience working with diverse young people
- Master's degree preferred but not required
- Bilingual in either Spanish or Chinese desirable

**SALARY:** \$15-20 per hour

**CONTACT:** Teresa Torchiano, [ttorchiano@grandstreet.org](mailto:ttorchiano@grandstreet.org)

## **GRAND STREET SETTLEMENT**

**(P/T) POSITION:** Passport 2 Success Educational Coordinator

**HRS:** 15 hours, Mon- Fri flexible b/w 3pm- 8pm, occasional Sat.

### **DUTIES:**

Under the supervision of the Director of Youth Services, the Passport 2 Success [P2S] Educational Coordinator will assist in promoting growth, leadership and positive self image in all youth of our youth center. The P2S Educational Coordinator provides academic support in the computer lab, instructions on college & career opportunities for youth, young adults & parents exploring college & career decisions. Provides oversight of educational activities related to PSAT, SAT, Regents prep & GED classes as well as coordinate & attend college trips with participants.

- Teach PSAT & SAT Test Prep Courses and facilitate practice exams
- Provide academic support for at risk students
- Plan & develop college readiness workshops for youth & parents
- Coordinate college trips (overnight & local)
- By appointments, Conduct 1:1 college counseling with H.S. students, create student portfolios, assess student's academic progress
- Create individual educational plans with academically at -risk program participants

- Provide appropriate GED instruction.
- Develop and adhere to GED curriculum according to NYS Adult Learning Standards.
- Administer and score GED predictor exams.
- Monitor student attendance
- Monitor student learning gains by administering TABE exam
- Prepare monthly reports
- Follow up and retention related support services
- Provide a comfortable and supportive learning environment.
- Work with Clubhouse supervisor in supervising CTC space
- Special Projects as assigned

**QUALIFICATIONS:**

- Bachelors degree required; Masters preferred; Teachers certificate a plus
- 2 or more years experience with creating & implementing curriculum/ lesson plans and group facilitation
- Experience delivering test prep instruction ( PSAT, SAT & GED)
- Ability to engage young people in educational activities, creatively
- Excellent interpersonal & strengths based class room management skills
- Screening and Compliances: The offer of this position requires compliance with the following: Employee must successfully complete fingerprinting and a New York State Clearance Review background check as well as an updated physical & TB shot

**SALARY:** \$25-35 per hour (depending on education and/or certification)

**CONTACT:** Please send all CV letters & Resumes with the subject header “P2S Coordinator” To Judith Sam, Director of Youth Services Grand Street Settlement 80 Pitt Street, New York, NY 10002 [youthservicescenter@grandstreet.org](mailto:youthservicescenter@grandstreet.org) Fax: 212-979-8677 No phone calls, please.

**GRAND STREET SETTLEMENT**

**(P/T) POSITION:** Recreational Coordinator

**HRS:** 15 hrs per week, Mon- Fri flexible b/w 3pm- 8pm; Occasional Saturdays b/w 9-2pm

**DUTIES:**

Under the supervision of the Director of Youth Services & Assistant Director, the Recreational Coordinator will assist in promoting growth, leadership and positive self image in all youth of our youth center Lead young people in recreational & physical educational activities as well as coordinate intramural sports activities.

- Coordinate all recreational activities for after school & teen program
- Managing a minimum of 25 youth in structured activities independently.
- Provide structured learning for gender based groups as well as co-ed groups
- Coordinate sports seasonal sports intramurals
- Coordinate & facilitate health & fitness classes
- Manage gym & recreational room
- Conduct outreach & recruitment for intramural sports & open gym nights
- Special Projects as assigned

**QUALIFICATIONS:**

- Bachelors degree preferred in physical education; HS Diploma required

- 2 or more years experience with providing recreational instructions to young people
- 5 or more years experience (if candidate does not possess Bachelors degree)
- Ability to engage young people in educational and recreational activities
- Excellent interpersonal & strengths based class room management skills
- Candidate must be energetic & enthusiastic
- Screening and Compliances: The offer of this position requires compliance with the following: Employee must successfully complete fingerprinting and a New York State Clearance Review background check as well as an updated physical & TB shot

**SALARY:** \$15- \$18 per hour, depending on experience

**CONTACT:** Please send all CV letters & Resumes with the subject header "Recreational Coordinator" To Judith Sam, Director of Youth Services Grand Street Settlement 80 Pitt Street, New York, NY 10002  
[youthservicescenter@grandstreet.org](mailto:youthservicescenter@grandstreet.org) Fax: 212-979-8677 No phone calls, please.

### **GRAND STREET SETTLEMENT**

**(P/T) POSITION:** Service Learning Activity Specialist

**HRS:** approx. 12-15 hrs per week, Mon- Fri; Flexible b/w 3pm- 8pm ; Occasional Saturdays b/w 11-2pm

**DUTIES:**

Under the supervision of the Director of Youth Services & Service Learning Program Coordinator, the Service Learning Activity Specialist will assist in promoting growth, leadership and positive self image in all young people of our youth center. Lead 8th- 12th grade students in empowerment, creative self-expression, academics, peer education & youth leadership and community service training.

- Work collaboratively with other members of Service Learning team to provide empowerment and leadership development opportunities to program participants
- Coordinate & facilitate structured activities/ workshops for service learning participant
- Accompany young people on off-site trips and all other activities
- Attend all meetings as required by supervisor
- Attend required 15 hours of staff development /School Age Child Care [SACC] requirements
- Responsible for recruitment & outreach for Teen Center activities
- Administrative duties includes: completing program activity sheets/ lesson plans, monitoring sign in sheets; follow up call log to parents and participants; DYCD data entry
- Other duties as assigned by Service Learning Program Coordinator/ Director of Youth Services

**QUALIFICATIONS:**

- Bachelors' degree required
- 1 or more years experience with creating & implementing curriculum/ lesson plans and group facilitation with youth in creative arts, recreational activities; self- esteem; health; youth leadership & community service • Strong knowledge on service learning initiatives
- Possesses strong group facilitation skills
- Must have experience teaching and designing curricula
- Artistic & Physical Education background or interest
- Previous experience working with youth
- Previous experience working with diverse young people
- Ability to engage youth ages 13-21 in educational and/or recreational activities
- Excellent interpersonal & strengths based class room management skills
- The offer of this position requires compliance with the following: Employee must successfully complete the following: NYSDOH Fingerprinting Screening; New York State Clearance Review Background Check; 3 Reference Check; Physical w/ updated TB Test

**SALARY:** \$12- \$15 per hour, depending on exp

**CONTACT:** Please send all CV letters & Resumes with the subject header “SL Activity Specialist” To Judith Sam, Director of Youth Services Grand Street Settlement 80 Pitt Street, New York, NY 10002  
[youthservicescenter@grandstreet.org](mailto:youthservicescenter@grandstreet.org) Fax: 212-979-8677 No phone calls, please.

## **GRAND STREET SETTLEMENT**

**(P/T) POSITION:** Service Learning Youth Workers (2 positions)

**HRS:** approx. 12-15 hrs per week, Mon- Fri; Flexible b/w 3pm- 8pm ; Occasional Saturdays b/w 11-2pm

### **DUTIES:**

- Under the supervision of the Director of Youth Services & SL Program Coordinator, the Service Learning Youth Workers will assist in promoting growth, leadership and positive self image in all young people of our youth center. Assists in the day to day functioning of our Teen Center & Service Learning program
- Assisting after school participants with homework help; tutoring
- Assist staff with facilitating educational & recreational activities
- Assist staff with supervising all participants
- Administrative duties includes: file reviews, data entry, follow up calls
- Assist program with outreach & recruitment of youth into after school programs
- Other/ special duties as assigned by supervisor and/ or senior staff

### **QUALIFICATIONS:**

- Currently a High School Senior with a GPA of 3.0 or better required; College student preferred
- 2 or more years experience working with youth (volunteer experience is acceptable).
- Candidate must be very responsible; organized & demonstrate positive communication skills.
- Ideal candidate is personable, energetic, & enthusiastic.
- The offer of this position requires compliance with the following: Employee must successfully complete fingerprinting and a New York State Clearance Review background check as well as an updated physical & TB shot

**SALARY:** \$8-\$10 per hour

**CONTACT:** Please send all CV letters & Resumes with the subject header “SL Youth Worker” To Judith Sam, Director of Youth Services Grand Street Settlement 80 Pitt Street, New York, NY 10002  
[youthservicescenter@grandstreet.org](mailto:youthservicescenter@grandstreet.org) Fax: 212-979-8677 No phone calls, please.