



PASE

PARTNERSHIP FOR AFTER SCHOOL EDUCATION

JOBS BULLETIN

February 2012

IN THIS MONTH'S EDITION:

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

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

MANAGEMENT POSITIONS

World Savvy

(P/T) POSITION: National Program Director

HRS: Ongoing

World Savvy's search has begun for a National Program Director that will start in April 2012. The location for this position is flexible, and can potentially be located in any of our three cities—San Francisco, New York or Minneapolis (travel is required). Attached is the description and below is the link to the listing on our site.

<http://worldsavvy.org/assets/documents/uploads/WorldSavvyProgramDirector.pdf>

CONTACT: <http://worldsavvy.org/assets/documents/uploads/WorldSavvyProgramDirector.pdf>

The City University of New York

(P/T) POSITION: Project Coordinator

HRS:

GENERAL DESCRIPTION:

- The City University of New York offers a wide range of workforce development programs, in both traditional degree programs and in continuing education. Under the NYC Mayor's Young Men's Initiative, the University will launch a pilot program directed at preparing 18-24 year old non-custodial

fathers for employment and for entry into higher education. A Project Coordinator is needed to implement the program from the ground up.

- The CUNY Fatherhood Academy will promote responsible fatherhood and economic stability by connecting low-income fathers to educational, employment and parenting resources. We will serve unemployed and underemployed fathers who either have at least a high school diploma/GED or are reading at the 8th grade level.
- The program will operate out of LaGuardia Community College and will provide: parenting and health information; computer literacy; family and self-sufficiency counseling; job readiness workshops, job development and follow-up; GED and/or college preparation, as appropriate; and assistance with applying to college. The Program Coordinator will be responsible for laying the groundwork for and overseeing the successful implementation of this important pilot program.
- Reporting to the Executive Director of Education and Training Opportunity Programs at CUNY, and to the Director of Adult and Continuing Education Employment Services at LaGuardia Community College, the CUNY Fatherhood Academy Program Coordinator will oversee the creation, implementation, and day-to-day operations of the

DUTIES:

- Coordinate planning activities to implement the CUNY Fatherhood Academy program, including engagement and interface with curriculum designers, preparation of program site, recruitment of program participants, creation of program forms, design of program marketing strategies and materials and other tasks required to ensure timely and successful program start-up;
- Represent and assist the Executive Director in public outreach efforts such as interfacing with public and private organizations, developing reports and brochures for distribution, and public speaking;
- Once the program is started, coordinate day-to-day program activities to ensure that the program is operating as intended and that program goals are being met;
- Oversee the collection and analysis of data relating to applicants, program completion, job placement, educational achievement, and other outcomes, and overall enrollment/retention/ completion trends;
- Prepare internal narrative and statistical program reports as specified by the Executive Director and assist in the preparation of externally mandated program reports.

Other Duties:

The incumbent must also be able to perform the following:

- Review and implement program policies and procedures in conjunction with appropriate administrative staff;
- Provide workshops and/or counseling and case management services for participants;
- Outreach to appropriate partners for partnership and new program development;
- Maintain professional relationships with campus personnel to enhance the quality and timeliness of program services; and
- Other related duties as assigned by the Executive Director.

QUALIFICATIONS:

- Bachelor's degree in liberal arts, public administration, social work, or related discipline required, Master's degree strongly preferred;
- A minimum of 3 years of experience working in education, training, and/or workforce development programs, including at least 1 year of supervisory/managerial experience and at least 1 year of direct services experience;
- Ability to work independently and collaboratively in a demanding and complex work environment, to carry out complex assignments in a timely manner, and to adapt to changing situations and priorities;
- Experience in providing case management and/or facilitating workshops for participants;
- Excellent written and oral communication skills, and strong computer skills in Microsoft Office (Word, Excel and Access);
- Strong analytical capability, supervisory and interpersonal skills, and ability to interact with audiences of varied knowledge and expertise;
- Experience in data analysis and in writing statistical and narrative reports;
- Ability to work a flexible schedule, including some evenings and occasional weekends.
- The ideal candidate will also have experience working with the target population and experience working in a college or university setting.

SALARY: \$55,000 - \$60,000

TO APPLY: http://www.rfcuny.org/hr/pvn/cgi-bin/show_job.asp?pvn=RMP-953

Police Athletic League

(P/T) POSITION: Group Leader

HRS: 15 - 20 hrs per week

The Group Leader is responsible for leading small group instruction and activities in an after-school setting.

DUTIES :

- Identify and facilitate age appropriate, thematic based lesson plans and activities that align to NYC educational standards.
- Provide a safe, structured environment for student learning.
- Facilitate small group tutoring sessions and recreational/cultural activities (up to 10 -12 students).
- Participate in planning sessions and/or staff development sessions with Center Directors.
- Complete necessary reports to monitor student progress and participation; Includes: daily attendance, maintaining student portfolios and pick-up sign-in sheets.
- Attend PAL culminating activities and events such as recitals, performances, fairs and trips.
- Lead or attend meetings with staff, parents, volunteers and community residents as needed to assist in program delivery and promotion of programs.
- Communicate with parents and school administration to inform them of participants' progress.

QUALIFICATIONS:

- Minimum H.S. diploma/GED.
- College students preferred with major in Education or Child Psychology.
- 1-3 years experience working with youth from 6 to 18 years old.
- Must possess strong classroom management skills.
- Must demonstrate the ability to develop lesson plans.
- Must be responsible and organized with strong written and verbal communication skills.
- Must be a team player

SALARY: \$9-\$10/hr.

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