

## **City Parks Foundation Education**

**JOB:** Afterschool Program Manager, CPF @Von King Recreation Center

**START DATE:** Early to mid-February 2014

**SALARY:** 25-30 hours/week @ \$22/hour

### About City Parks Foundation

City Parks Foundation (CPF) is the only independent, non-profit organization to offer programs in parks throughout the five boroughs of New York City. CPF works in over 700 parks citywide, presenting a broad range of free arts, sports and education programs and helping citizens to support their parks on a local level. Our programs and community-building initiatives reach more than 600,000 New Yorkers each year, contributing to the revitalization of neighborhoods throughout New York City.

This is an exciting time of growth for CPF Education. For over 20 years, CPF Education has promoted experiential learning in environmental science and media arts, connecting kids to parklands as learning laboratories. In 2013, CPF Education developed a comprehensive strategic plan. Our vision is to foster year-round, long-term engagement of youth from targeted, high-needs communities in our five program areas: Seeds to Trees, Learning Gardens, Green Girls, Coastal Classroom and Youth Made Media.

A key strategy to achieve this vision is a significant expansion of out-of-schooltime programs. Ultimately, all our programs will have afterschool initiatives and Summer Institutes for middle schoolers that lead to credit-bearing apprenticeships and paid internships for high schoolers. Together, these initiatives will create a pipeline for youth to study urban ecology and technology throughout adolescence, thereby opening new STEM interests, employment opportunities, college possibilities and career options.

### About the Position

A new part-time permanent position, Afterschool Program Manager, CPF@ Von King Recreation Center will plan, implement and oversee a comprehensive afterschool program for 30 youth at Von King Recreation Center in Bedford Stuyvesant, Brooklyn. Reporting to the Director of Media Arts, the Program Manager oversees the day to day operations, two educational/activity specialists, instruction and assessment. The Program Manager places a premium on experiential learning and the principles of positive youth development. For this site, we are seeking an experienced educator and youth developer, with a background in physical education.

The afterschool program focuses on the four program areas of CPF: environmental education, arts, sports/healthy living and parks stewardship—along with recreation and homework help. Twice a week, science and media arts “clubs” will explore the natural world from as scientists and artists. Twice a week, youth will participate in art and healthy living tracks (ie. physical education, healthy cooking, etc.). Weekly field experiences engage youth in service learning, physical activities, and more. As lead educator, the Program Manager will help shape the program design, curricula, lessons and field experiences so they promote positive youth development alongside academic knowledge and skills. In addition, the Program Manager teaches the healthy living tracks estimated at 3 hours/week and helps coordinate unstructured recreational activities.

The Program Manager also ensures the development of a healthy and close partnership with the NYC Parks Chief of Recreation, the recreation center’s staff, as well as the students and their families. As such, the Program Manager is expected to be on-site at Von King Monday - Friday, from 2-6:30pm, and at CPF Education offices on select days in the morning hours. Occasional weekend hours are also required.

## **KEY RESPONSIBILITIES**

### Teaching and Learning

- Work with the Director of Media Arts, Director of Youth Development and frontline educators to design and implement curricula, lessons and assessment tools for Von King's afterschool program.
- Design, plan and oversee all structured and unstructured activities
- Serve as lead education specialist in healthy living track for CPF afterschool program at Von King
- Provide coaching to frontline educators and direct instruction, as needed.
- Continually investigate best practices through your own professional development.
- Oversee effective conflict resolution
- Adhere to the principles of youth development

### Partnership Development

- Establish and consistently nurture CPF's long-term partnerships with Von King Recreation Center
- Conduct regular planning and evaluation meetings with key NYC Parks personnel, CPF staff, feeder schools, etc.
- Become a positive and integral part of the community.
- Collaborate openly and effectively.
- Communicate effectively with families verbally and in written materials

### Operations and Strategic Planning

- Ensure all DYCD and DOH requirements are met (workscape, budget, fingerprinting, reporting, etc.)
- Establish and implement strategies, with school support, that ensure all student recruitment and retention goals (30 youth) are consistently met
- Oversee budget and purchasing for the afterschool program.
- Oversee two frontline educators, high school interns, and other staff with support from Director of Media Arts
- Contribute to a department-wide calendar and database with accurate, comprehensive schedules, records and statistics.
- Work closely with CPF staff to ensure Von King Recreation Center's afterschool program reflects the strategic goals, mission and pedagogy of CPF Education.

## **QUALIFICATIONS**

- Bachelor's Degree in Education, Physical Education or related field required; Master's preferred

- Knowledge of physical education essential and some knowledge of urban ecology or media arts helpful.
- Min. of 5 years in out-of-school time and/or informal education (ie. coaching)
- Demonstrated ability to construct and deliver hands-on learning for adolescents with diverse abilities
- Experience teaching outdoors with ability and willingness to do so in heat, cold, light rain, etc.
- Experience with curriculum development and tracking student learning
- Deep commitment to positive youth development
- Valid driver's license a plus.
- Self starter with positive, can-do attitude and ability to communicate effectively
- Willingness to work some weekends on an irregular basis.
- Bilingual a strong plus

**Application Procedures:**

Interested candidates should send the following documents, via email, to Ms. Cyrille Phipps, Director of Media Arts for City Parks Foundation. Please put Partnership Manager, Von King Recreation Center, in the subject line.

[education@CityParksFoundation.org](mailto:education@CityParksFoundation.org)

- Resume
- 1 page cover letter that thoughtfully explains your interest in and experience relevant to this position

**Deadline for applications: February 2, 2015.** Only those individuals we select to be interviewed will be contacted. No phone calls, please.