

Position/Title: Associate Director of Youth Development

Start Date: January 1, 2020

Salary/Benefits: Competitive

Contact: Please send resume & cover letter to
[education\[at\]cityparksfoundation.org](mailto:education[at]cityparksfoundation.org)

ABOUT CITY PARKS FOUNDATION

City Parks Foundation (CPF) is the only independent, nonprofit organization whose mission is to offer programs in public parks throughout the five boroughs of New York City. We are dedicated to invigorating and transforming parks into dynamic, vibrant centers of urban life through sports, arts, community development, and education programs for all New Yorkers. Our programs and community building initiatives -- located in more than 400 parks, recreation centers, and public schools across New York City -- reach 300,000 people each year. Our ethos is simple: we believe thriving parks mean thriving communities.

- We connect youngsters to nature in the urban environment with education programs that provide learning experiences through classroom and hands-on activities in parks, urban forests, coastal areas, gardens, and recreation centers.
- We present the largest free, outdoor performing arts festival in NYC through SummerStage, presenting artists of the highest quality across multiple disciplines and genres, and marionette puppet theater in all five boroughs with our Swedish Cottage Marionette Theatre and the roving PuppetMobile.
- Partnerships for Parks, a public-private program of City Parks Foundation and NYC Parks, supports and champions a growing network of leaders who care and advocate for the transformation of their neighborhood parks.
- Free golf, tennis, track & field, soccer, and fitness programs bring high-quality instruction and equipment into areas where few organized athletic opportunities exist. We offer leveled training, year-round scholarship coaching, and special pro events.

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POSITION SUMMARY

The Associate Director of Youth Development (ADYD) will bring essential youth development and socio-emotional learning knowledge and resources to CPF including key responsibilities in the following areas: design and implementation of our internship career and college development program, staff training and support, program management, social work resources, partnership development, program assessment and support of recruitment and retention.

POSITION DESCRIPTION

City Parks Foundation (CPF) seeks a youth developer with experience in internships and the out-of-school time (OST) education field. The successful candidate will demonstrate an ability to cultivate strong relationships with CPF and Partnerships for Parks staff, and key program partners, families and students. The ADYD will provide training in youth development principles and strategies to frontline staff with special attention to strengthening curriculum, assessment and protocols; will supervise the Green Girls staff and program and will lead CPF's college and career readiness program. The position will require an innovative

leader who can proactively and enthusiastically achieve the full potential of CPF's youth development programming.

The ideal candidate will demonstrate strong connections in the youth development field and provide a bridge to college networks and social services for CityParks Learn, which runs programs for vulnerable NYC youth in all five boroughs. Through staff training and development, assessment and consultation and/or referrals for students, the ADYD will increase the capacity to provide holistic and comprehensive education to our students. Outdoor education is integrated into all we do, as we strive to connect NYC youth to the natural world and opportunities in NYC Parks.

RESPONSIBILITIES

Youth Development Teaching and Learning

- Supervise the internship program, overseeing program design, curriculum/lesson planning and implementation of 8 - 10 cross-department career and college readiness training workshops for high school and college students each year
- Offer practical training and support (3 - 5 sessions per year) to CPF staff in youth development principles and socio-emotional learning including thorough preparation for summer groups programs
- Work with Director of Education to support the development and implementation of program evaluation and student assessment in order to measure program impact and learner outcomes
- Refine benchmarks and tactics to achieve youth development goals. Research trends within the OST field, and offer recommendations for changes within and outside your immediate program area
- Evaluate key challenges and opportunities for program expansion, program modification and new program initiatives within and outside your immediate program
- Continually investigate best practices through professional development for yourself and your staff. Participate in citywide coalitions and groups that are connected to program focus in order to stay abreast of changing models and developments in the field

Green Girls

- Supervise the Green Girls Program Manager: provide formal and informal mentorship through regular site visits, ongoing feedback, weekly program meetings and other strategies in order to support the staff member in teaching practice, staff and program management
- Motivate and assist Green Girls site staff in meeting the goals of recruitment, retention and rate-of-participation through design and implementation of comprehensive strategies and tools to meet those goals

Partnership Development

- Ensure the principles of youth development are central to our work by collaborating regularly and consistently with CPF staff and students
- Cultivate healthy, productive relationships with the Career Internship Network, the College Access Consortium of NY, the Department of Parks and Recreation (site staff and borough staff), DYCD (program managers, support staff), Department of Education staff (principals, counselors, parent coordinators, teachers), and others to ensure that OST programs can run smoothly at their sites

Social Work

- Identify, develop and maintain relationships with viable social work agents that can be used for and by CPF students
- Provide resources to staff in safety and crisis assessments as well as day-to-day non-emergency interventions
- Provide follow up for individuals who have been referred for social work services through our dept.

REQUIREMENTS

- Bachelor's degree in Education Field or Social Work with at least 3 years of practical experience in the youth development/out-of-school time field or 6 years of equivalent experience in youth development field
- At least 1 year in leadership position with program development and management experience
- Direct experience in education/out-of-school time field with early adolescents and teens
- Proven competencies in training, curriculum development and assessment
- Demonstrated track record in meeting, or exceeding, recruitment and retention goals
- Demonstrated track record in building a team and leading staff
- Understanding of and experience with DYCD and DOH compliance
- Deep understanding of socio-emotional development, the principles of youth development and student-centered learning
- Positive outlook and highly personable
- Valid driver's license a plus
- Bilingual a plus

WORKING FOR CITY PARKS FOUNDATION

This position will be working from the organization's offices at 1234 5th Avenue at 104th Street. Benefits include excellent health care and dental package, vacation, paid holidays, 403(b) Retirement Plan, Transit Check program, life insurance, and flexible spending plan. City Parks Foundation is a collegial, mission-focused organization that values its employees and encourages professional growth and advancement.

CONTACT

Interested parties should email cover letter, resume, salary requirements and a description of a program or curriculum you developed to: [education\[at\]CityParksFoundation.org](mailto:education@CityParksFoundation.org). Put title of position in subject header.

Thank you for your interest in City Parks Foundation, an equal opportunity employer. Only potential candidates will be contacted. No calls, please.