



Building with Books

Changing Lives For Good

BwB Program Coordinator

I. POSITION OUTLINE:

Building with Books is seeking qualified applicants for the position of part-time Program Coordinator (PC) in the San Francisco BwB office to work directly with BwB after-school programs in local high schools. PCs motivate student program members to achieve weekly volunteer service goals, complete international fundraising activities and support global education efforts. PCs will receive intensive support and professional development in the field of youth work and education. BwB is seeking highly motivated and dynamic people to join the program team.

II. DUTIES AND RESPONSIBILITIES:

- Support BwB student 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
- Deliver Global Education Curriculum in classrooms of the BwB schools you supervise
- Support Outreach and Trek programming as necessary
- Implement new program initiatives as necessary
- Perform other duties as assigned by the Program Manager

III. QUALIFICATIONS:

- Applicant should be working towards a degree in youth work and/or education.
- Applicant must have experience and enthusiasm for working closely with high school students. In the role of Program Coordinator, he/she 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.

IV. OPPORTUNITIES:

- Intensive, on-going professional development and mentoring in the field of youth work (2 week orientation training, on-going professional development workshops)
- Develop experience and skills in out of school programming to complement academic coursework and in-school educational programming.
- Chance to contribute to a dynamic, grass-roots organization helping to grow & evolve our programs.
- Impact the lives of diverse youth through BwB programming.
- Participation in various community service projects.
- PCs have the potential for international travel and full-time employment.

V. ADDITIONAL INFORMATION:

- This job is based out of the BwB Office in San Francisco, California
- 10-25 hrs/wk. \$12-\$15/hr, depending on experience
- 9 month minimum commitment (2007-2008 school year)
- Must be willing to work on Saturdays (min 2/month)
- This position reports to the California Program Supervisor
- Anticipated start date: August 2007
- Interested applicants should explore the website: www.buildingwithbooks.org
- Please email your resume and cover letter to Donnel Graham at donnel.graham@ge.com or fax to 203-961-5087