



**Building with Books**

*Celebrating 15 Years*

## **NY Program Coordinator**

### **I. POSITION OUTLINE:**

Building with Books is seeking qualified applicants for the position of part-time Program Coordinator (PC) in the Bronx 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. Upon successful completion of 1 year of program coordination, PCs may be eligible to travel with students to international project sites to participate in the BwB Trek For Knowledge and the construction of a school. 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 the Bronx, NY
- 10-25 hrs/wk. \$12-15/hr
- 9 month minimum commitment (2007-2008 school year)
- This position reports to the Regional Program Manager
- Anticipated start date: August 14, 2006 (immediate & summer opportunities also available)
- Interested applicants should explore the website: [www.buildingwithbooks.org](http://www.buildingwithbooks.org)
- Please email a cover letter and resume to Donnel Graham at [donnel.graham@buildingwithbooks.org](mailto:donnel.graham@buildingwithbooks.org) or fax to (203) 261-5087