



Position Summary: Building with Books is seeking a passionate, experienced, creative, results-oriented and professional self-starter with both youth development and international experience to support its regional after school program in four area high schools while simultaneously organizing and leading a group of high school students and teachers on the “Trek for Knowledge” to an international BwB project site.

Reports to: New York Program Supervisor *and* Trek Manager

Salary: \$35K - \$40K based on location and experience

Type: Full-time – Experienced

Start Date: August 2008

I. PURPOSE

- Program Overview: 60% of this position focuses on running our youth development after-school program in high schools, which use community service, fundraising for developing countries, and global education as its vehicle to youth empowerment.
- Trek Overview: The other 40% focuses on preparing and leading a team through the *Trek for Knowledge* enrichment program – an opportunity for high school students and teachers to experience rural life in a developing country while working alongside community members to construct a schoolhouse.

II. ESSENTIAL FUNCTIONS

Program Coordinator Functions

- Support and supervise four BwB after-school programs (approximately 100 students total) in their efforts to initiate and sustain weekly community service work, global education initiatives and to reach fundraising goals.
- Deliver interactive global education and recruitment presentations to high school classrooms of the BwB schools you supervise.
- Maintain and manage accurate records and data of student activity and submit monthly qualitative and quantitative progress reports.
- Plan, organize, and facilitate large-scale, weekend group service projects.

Trek Coordinator Functions

- Work with Trek Manager to select *Trek* teams which includes: preparing applications; working with other Program Coordinators to recruit applicants; interviewing candidates, communicating with parents, and selecting *Trek* participants.
- Lead *Trek for Knowledge* in the field which includes: schoolhouse construction; rural host family stay; cultural workshops; language instruction; daily reflection; journaling; and free time.
- Organize and conduct three Pre-Trek and two Post-Trek workshops which include: teambuilding; primers on cultural immersion; logistical preparation; cultural re-immersion; and preparation for students to share the experience in their communities.



III. PRIMARY (NECESSARY) QUALIFICATIONS

- Ability to work a Tuesday-Saturday schedule.
- Willing to utilize public transportation for travel to schools and projects.
- Experience and enthusiasm for working closely with high school students.
- Experience living and/or working in developing countries.
- Creative input is sought for on-going development of service projects, program components, and new initiatives.
- Public speaking, group facilitation, and strong organizational skills are essential.
- Demonstrable ability to self-organize, pay attention to detail, project plan, and event manage.
- Strong computer, budgeting, presentation, communication, leadership, and database management skills.
- Strong and demonstrable understanding of youth development and youth empowerment and its relation to this work.
- Ideal candidate must be a self-starter and able to work under two managers, one of which may be remote.
- Proven results in meeting goals and deadlines, and increasing quantitative impact.
- 3-6 years of full-time, post-Bachelors, relevant work experience required.
- Must be able to travel, up to 6 weeks/year.

IV. SECONDARY (DESIRED) QUALIFICATIONS

- Experience working in schools, classrooms, youth centers, or youth programs.
- Ability to analyze challenges and creatively problem solve.
- Demonstrated experience and ability to communicate effectively with parents.
- A background in community service and volunteerism is important.
- Knowledge of the communities in which we work.
- Relevant Bilingual skills a plus (varies on region).
- Sincere interest in learning new skills.

V. IF INTERESTED

- Please explore our website: www.buildingwithbooks.org
- Please submit a cover letter and resume to:
Shelly Hundiwal, Manager of Program Development
shundiwal@bwbus.org
- BwB is an equal opportunity employer.