

### **City Parks Foundation Education**

**JOB:** Partnership Manager, Westside Collaborative

**START DATE:** July 2014

**SALARY:** low \$40s with excellent benefits

#### About City Parks Foundation

City Parks Foundation (CPF) is the only independent, non-profit organization to offer park programs 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 full-time permanent position of Partnership Manager has been created to plan, implement and oversee a comprehensive afterschool program for 60 youth at Westside Collaborative Middle School in Manhattan. Reporting to the Director of Youth Development, the Partnership Manager for Westside Collaborative oversees the day to day operations, four educational specialists (two in environmental science and two in media arts), instruction and assessment. The Partnership Manager also ensures the development of a healthy and close partnership with the school's leadership, teachers and personnel as well as the students and their families. As such, the Partnership Manager is on-site at the school every day, from 1-6:30pm, and at CPF Education offices from 10:00-12:30 each day. Occasional weekend hours are also required.

The afterschool program focuses on environmental science and media arts, outdoor education and experiential learning, in addition to homework help. The environmental science and media arts "clubs" will cover content areas such as forest ecology, coastal ecology, environmental justice and related topics. As lead educator, the partnership manager will help shape the program design, curricula, lessons and field experiences so they promote positive youth development alongside academic knowledge and skills.

#### **RESPONSIBILITIES**

##### Teaching and Learning:

- Work with the Director of Youth Development, Associate Director of Education and frontline educators to design and implement curricula, lessons and assessment tools for Westside Collaborative's afterschool program.
- Design, plan and implement all homework help groups, science and media arts clubs, Fieldwork Fridays, and Service Saturdays.
- Serve as lead education specialist for CPF afterschool program at Westside Collaborative, providing coaching to frontline educators and direct instruction, as needed.
- Continually investigate best practices through your own professional development.
- Teach a science or technology unit during the school's Science Immersion Week
- Oversee effective conflict resolution
- Adhere to the principles of youth development

#### Partnership Development

- Establish and consistently nurture CPF's long-term partnerships with Westside Collaborative
- Conduct regular planning and evaluation meetings with school's leadership, teachers, parent coordinator and school personnel
- Ensure curriculum alignment as well as shared vision and goal setting
- Become a positive and integral part of the school community, in part, by serving on whole school initiatives such as the School Leadership Team and School Safety Team.
- Collaborate openly and effectively with principal and teachers
- Communicate effectively with families verbally and written materials
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#### 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 (60 youth) are consistently met
- Oversee budget and purchasing for the afterschool program.
- Oversee four frontline educators, high school interns, and other staff with support from Director of Youth Development

- Serve as an important member of the Youth Development Team
- Contribute to a department-wide calendar and database with accurate, comprehensive schedules, records and statistics.
- Work closely with CPF staff to ensure Westside Collaborative afterschool program reflects the strategic goals, mission and pedagogy of CPF Education.

### **QUALIFICATIONS**

- Bachelor's Degree in Education, Environmental Science, Media Arts or related field required; Master's preferred
- Knowledge of urban ecology or media arts essential.
- Min. of 5 years in out-of-schooltime and/or informal science education
- Demonstrated ability to construct and deliver experiential 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 Chrissy Word, Director of Education for City Parks Foundation. Please put Partnership Manager, Westside Collaborative, 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: July 15, 2014.** Only those individuals we select to be interviewed will be contacted. No phone calls, please.