

Education Department Job Description

POSITION:	Youth Made Media, Program Manager/Lead Educator (Part-Time)
LOCATION:	Hunts Point Recreation Center (765 Manida Street, The Bronx, NY)
START DATE:	September 29, 2014
RATE:	\$22 per hour
HOURS:	Approx. 20 hours/week (Mon-Fri, 3:00-6:00 plus 5 hours/week, flexible)

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. Youth Made Media connects NYC youth the NYC parks resources through multimedia instruction. CPF delivers afterschool and schoolday instruction to New York City youth in NYC Parks recreation centers, schools and community-based organizations citywide.

Youth Made Media

City Parks Foundation's daily afterschool program at Hunt's Point Recreation Center combines comprehensive multimedia instruction with homework help and field trips for 15 middle school students and up to six (6) high school interns throughout the school year and summer months. Middle school youth learn videography, stop motion animation, photography, sound production and other multimedia, while growing their leadership, artistic and academic skills. Students are encouraged to collaborate through team-building and shared responsibilities, ensuring experience with all aspects of production. Upon completion, youth work is featured at public screenings, submitted to festivals and for television broadcast. In all we do, CPF centralizes the core principles of youth development. The Youth Made Media, Program Manager/Lead Educator reports to CPF's Director of Media Arts and Instructional Technology, who serves on Education's leadership team.

KEY RESPONSIBILITIES

Media Arts Instruction

- Provide technical training in media arts, such as photography, digital video and sound production
- Support production and completion of documentary, narrative and other media projects.
- Contribute to expanding curricula in media arts (ie. gaming, new media, etc.)
- Design hands-on interdisciplinary lessons that develop marketable skills and creative expression, encourage curiosity, and use community/outdoor space as a learning laboratory.
- Implement program evaluation and student assessment

Academic and Youth Development

- Structure and lead daily homework help sessions with youth.
- Implement activities designed to develop academic skills and promote healthy behaviors
- Plan and lead weekly field trips, end-of-semester cinema celebrations, and at least two family events.
- Practice youth development principles that promote a safe, caring environment, deep student engagement, and student voice and choice.
- Foster youth's leadership and collaboration skills

Recruitment & Partnerships

- Oversee recruitment and retention of youth for afterschool program
- Ensure compliance with DYCD contract
- Complete all required DYCD online documentation
- Collaborate with MS424, where majority of our students attend school, to make connections to the schoolday, use their sound studio and provide snacks
- Collaborate with recreation center staff, who host the afterschool program at their site, on space usage, recruitment, etc.
- Promote partnerships with other schools in the community to engage youth

Equipment & Project Maintenance

- Supervise maintenance of media equipment, organize and maintain all project files

Other

- Participate in staff meetings, trainings and events as required.
- Document and evaluate participants' academic progress, program impact and outcomes.
- Pick up students and snack from MS424 each day

QUALIFICATIONS

- Min. three years experience teaching media arts in informal settings using experiential learning and group facilitation.
- Ability to work with diverse students from low-income community.
- Expertise in media arts, including videography, photography and sound production
- Excellent skills with a range of videodigital video camera, sound and lighting equipment.
- Excellent skills with Final Cut Pro HD, After-Effects and other media post-production applications.
- Working knowledge of MS Office, Adobe PhotoShop, Web-design applications, Internet applications, KidPix and related software.
- Proficiency with both PC and Mac platforms essential.
- Deep commitment to youth development.
- Excellent communication, organizational, and interpersonal skills.
- Self-starter with ability to work both independently and in a team.
- Versatility, resourcefulness and creativity required. Commitment to youth-centered community development and project-based learning.

Include in email subject line: "Youth Made Media, Program Manager"