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**Position/Title:** TEEN PASS Program Manager, City Parks at Westside Collaborative School

**Start Date:** Immediately

**Salary:** Commensurate with Experience

**Contact:** Please send resume and cover letter to [education@cityparksfoundation.org](mailto:education@cityparksfoundation.org)

### **POSITION SUMMARY**

City Parks Foundation (CPF) is the only independent, non-profit organization to offer programs in parks 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 six program areas: Seeds to Trees, Learning Gardens, Green Girls, Coastal Classroom, Youth Made Media and Teen PASS (Parks, Arts, Science, Sports)

A key strategy to achieve this vision is a significant expansion of out-of-school time 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.

### **POSITION DESCRIPTION**

City Parks Foundation is seeking a Teen PASS Program Manager for the Westside Collaborative School after school program. The Program Manager will plan, implement and oversee a comprehensive afterschool program for 60 youth at the school located at 95th Street and West End Avenue.

Reporting to the Associate Director of Youth Development, the Program Manager oversees the day to day operations, four educational/activity specialists, instruction and assessment. The Program Manager places a premium on experiential learning and the principles of positive youth development. For Westside Collaborative School, we are seeking an experienced educator and youth developer with a background in environmental science.

Program runs Monday - Fridays afterschool. CPF's program focuses on the four program areas of CPF: environmental education, arts, sports/healthy living and parks stewardship—along with recreation and homework help. Science and media arts "clubs" will explore the natural world as scientists and artists. Youth will participate in art and healthy living tracks (ie. physical education, healthy cooking, etc.). Weekly field experiences (Field Work Fridays) engage youth in service learning, physical activities, and more.

As lead educator, the Program Manager will help shape the program design, curricula, lessons and field experiences so s/he promotes positive youth development alongside academic knowledge and skills. In addition, the Program Manager teaches in their area of expertise and helps coordinate structured art or recreational activities.

The Program Manager also ensures the development of a healthy and close partnership with the school's principal, the school staff, as well as the students and their families. In addition to morning office hours in CPF's Manhattan office, the Program Manager is expected to be on-site at Westside Collaborative School on Monday - Friday in the afternoons before, during and after program. In addition, you will manage and lead some field trips on school holidays and/or half days.

## **RESPONSIBILITIES**

### Teaching and Learning

- Work with the Associate Director of Youth Development and frontline educators to design and implement curricula, lessons and assessment.
- Tailor the activity schedule to best serve participants
- Serve as lead educator
- Provide leadership in applying the principles of youth development
- Provide coaching to frontline educators and direct instruction, as needed.
- Continually investigate best practices through your own professional development.
- Oversee effective conflict resolution

### Partnership Development

- Establish and consistently nurture CPF's long-term partnerships with Westside Collaborative School.
- Conduct regular planning and evaluation meetings with key Westside Collaborative School personnel, CPF staff, feeder schools, etc.
- Become a positive and integral part of the community.
- Collaborate openly and effectively.
- Communicate effectively with families verbally and in written materials

### Operations and Strategic Planning

- Ensure all DYCD and DOH requirements are met (work scope, budget, fingerprinting, reporting, etc.)
- Establish and implement strategies that ensure all student recruitment and retention goals (30 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 the Associate Director of Youth Development.

- Contribute to a department-wide calendar and database with accurate, comprehensive schedules, records and statistics.
- Work closely with CPF staff to ensure the afterschool program reflects the strategic goals, mission and pedagogy of CPF Education.

### **REQUIREMENTS**

The successful candidate will have:

- Bachelor's Degree in Education and/or Environmental Education.
- Min. 5 years in afterschool settings, preferably as an educator and supervisor.
- Solid background working with early adolescents and applying principles of youth development

Additional qualities preferred:

- Spanish speaking a very strong plus
- Experience with curriculum development and tracking student learning
- Valid driver's license a plus.
- Experience in outdoor education
- Self starter with positive, can-do attitude and ability to communicate effectively
- Willingness to work some weekends on an irregular basis.

### **WORKING FOR CITY PARKS FOUNDATION**

This position will be working from the organization's administrative headquarters at 1234 Fifth Avenue in Central Park's beautiful Arsenal North location. Benefits include excellent health care and dental package, vacation, 12 paid holidays, 403(b) Retirement Plan, Transit Check program, life insurance, and flexible spending plan. City Parks Foundation is a collegial, mission-focused organization that values its employees and encourages professional growth and advancement.

### **CONTACT**

Interested parties should email cover letter, resume, and salary requirements: [education@cityparksfoundation.org](mailto:education@cityparksfoundation.org).  
Put title of position in subject header.

Thank you for your interest in City Parks Foundation, an equal opportunity employer. Only potential candidates will be contacted. No calls, please.