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**Position/Title:** Associate Director of Youth Development

**Start Date:** Immediately

**Salary:** Competitive

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

### **POSITION SUMMARY**

Over the past three years, City Parks Foundation's Education Department has experienced unprecedented growth, doubling to a \$1.6 million budget. This program expansion includes new comprehensive afterschool programs entitled Teen PASS, designed to connect vulnerable middle schoolers to NYC's parks through arts, science and sports. The newly added position of Associate Director of Youth Development will work alongside the Director of Youth Development to develop and oversee four Teen PASS programs, three in NYC Parks recreation centers and one in a middle school, during the school year. He/She will also bring essential social work resources to the education department as a whole. Key responsibilities include: youth development, social work resources, program design, partnership development; support of program managers in managing crisis and safety assessments, recruitment/retention, DYCD/DOH compliance, and staff management (4 Site Directors who oversee art/media, science and sports specialists).

### **POSITION DESCRIPTION**

City Parks Foundation (CPF) seeks a seasoned social worker and youth developer with significant experience in the out-of-school time field with middle schoolers and DYCD-funded programs. Our Teen PASS (Parks, Arts, Science and Sports ) Programs run out of the Westside Collaborative Middle School on the Upper West Side and out of three parks sites, the Red Hook Recreation Center in Brooklyn, Faber Park Field House in Richmond Terrace on the North Shore of Staten Island and Detective Keith Williams Recreation Center in Jamaica, Queens. CPF seeks a candidate who will continue to cultivate strong relationships between CPF staff, school and recreation center personnel , families and students, will strengthen frontline staff through training and attention to high quality curriculum, assessment and protocols. The position will require an innovative leader who can proactively and enthusiastically achieve the Teen PASS program's full potential.

The ideal candidate will provide a bridge to the social service community for the Education Department, which runs programs for vulnerable NYC youth in all five boroughs. Through staff training and development, and consultation and/or referrals for students, the ADYD will increase the capacity of CPF's education department to provide holistic and comprehensive education to its students. Staffing, recruitment, retention, curriculum development and protocols will need significant attention entering into the first full year. As well, a focus on building strong partnerships with partner organizations such as the DYCD, CPF's Partnerships for Parks programs, families and feeder schools is essential. Across all programs, upholding youth development principles and tailoring the right blend of social work supportive services will ensure the interests and needs of students are met. Outdoor education is integrated into all we do, as we strive to connect the kids to the natural world. Teen PASS Programs run during the school year only, leaving summer for assessment, planning, recruitment and supporting the Director of Youth Development in our robust summer programs.

### **RESPONSIBILITIES**

#### **Social Work**

- Identify, develop and maintain relationships with viable social work resources that can be used for and with

CPF students

- Implement individualized plans for social work services for needy individuals
- Maintain database of social work services provided to CPF students
- Provide training to staff in safety and crisis assessments as well as day-to-day interventions
- Provide follow up assessments for individuals receiving in-house or outside social work services

### **Teaching, Learning and Youth Development**

- Create cross-department training for high school apprentices and interns in leadership, college/career readiness, professionalism and mentorship of middle school youth
- Offer practical training to program staff in youth development principles and socio-emotional learning
- Assist Director of Youth Development in the creation of service learning opportunities, field experiences and field trips
- Assist Director of Youth Development to tailor program designs to each site that meet CPF's learning goals, the interests of students, and scheduling needs
- Implement high standards and hold staff accountable for excellent program quality
- Ensure the principles of youth development are central to our work

### **Partnership Development**

- Work productively with City Parks Education staff, drawing from and contributing to the education's overall expertise, high standards and core values
- Cultivate healthy, productive relationships with Department of Parks and Recreation (site staff and borough staff), Departments of Health and Youth/Community Development (program managers, support staff) and Department of Education staff (principals, parent coordinators, teachers), to ensure that programs can run smoothly at their sites

### **Recruitment and Retention**

- Motivate and assist site staff in meeting the goals of recruitment, retention and rate-of-participation
- Design and ensure implementation of comprehensive strategies and tools to meet those goals

### **DYCD/DOH compliance**

- Ensure all DYCD requirements are met, including workscope, budgets, DYCD online, etc.
- Ensure all DOH requirements are met, including clearances, SACC licensure, fire drills, site visits, etc.

### **Human Resources**

- Supervise four full-time Teen PASS site directors (one per site)
- Work with the Director of Youth Development to build a strong team of TeenPASS staff with opportunities to work together on curriculum, lessons, assessment, youth development and reflection

### **REQUIREMENTS**

- Degree in Social Work or Education Field with experience in youth guidance; LMSW or LCSW preferred
- At least 3 years of experience in youth development with a strong track record of results
- At least 3 years in leadership position with program development and management experience
- Direct experience with early adolescents
- Demonstrated track record in meeting, or exceeding, recruitment and retention goals
- Demonstrated track record in building a team and leading staff
- Understanding of and experience with DYCD and DOH compliance
- Deep understanding of socio-emotional development, the principles of youth development and student-centered learning
- Proven competencies in training, curriculum development and assessment

- Positive outlook and highly personable
- Must have a valid driver's license
- Background in science, arts or sports a major plus
- Bilingual a plus

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

This position will be working from the organization's offices at 1234 5th Avenue at 104th Street. 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, salary requirements and a description of a program or curriculum you developed to: [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.

#### **ABOUT CITY PARKS FOUNDATION**

City Parks Foundation ("CPF") is the only independent, nonprofit organization whose mission is to offer programs in parks throughout the five boroughs of New York City. We work in more than 300 public parks, recreation centers, and public schools citywide, presenting a broad range of programs in an effort to promote healthy and vibrant communities. Our initiatives reach 425,000 people each year. Artistic, athletic, educational and park advocacy programs connect high needs communities with their local green spaces. CPF helps turn New York City's parks into centers of community development, while helping to create strong local leaders. The majority of our programming is provided at no cost, and we work in neighborhoods that would not otherwise have access to such resources. Signature programming includes: SummerStage concerts and puppet shows in ; tennis, golf, track and field and fitness programming for kids and seniors; Partnerships for Parks, a community development program; and educational programs that promote healthy living and teach kids environmental science.