



**Global Kids Assistant Trainer Position**  
Job Description

**Summary/Purpose of the Position**

Global Kids, Inc. is seeking dynamic, hard-working, and creative college or college-aged students who are experienced in youth development, global education, and social action, and are interested in working in New York City public middle schools.

**Responsibilities include:**

- Assist in the coordination, development and facilitation interactive, experiential workshops and activities for GK's weekly school-based academic programs and after-school leadership groups.
- Conduct attendance outreach services including attendance monitoring/data review, home visits, conferences, attendance incentive activities and phone calls.
- Collaborate with GK staff and youth to generate new program ideas and content focusing on global/local issues.
- Maintain necessary documentation, program data entry and records and provide periodic progress reports as necessary.

**Qualifications:**

- High School diploma required. College experience a plus.
- Experience working with youth and/or using interactive learning strategies in culturally diverse settings.
- Knowledge of and passion for global issues, political science, history, education and social activism.
- Excellent facilitation, consensus-building and interpersonal skills.
- Strong work ethic, initiative, creativity, willingness to learn, and ability to juggle multiple tasks independently.
- Strong communication, writing, organizational, and technology skills.
- International experience and foreign language background a plus.
- Global Kids Alumni strongly encouraged to apply.

**Hours/Wages:** Assistant Trainers will be required during afterschool hours (typically between 2-6pm), plus additional hours of preparation and follow up time at a time to be scheduled with GK staff. Position is paid \$12 an hour for up to 20 hours per week.

**To Apply:** Please send a resume and cover letter to [resumes@globalkids.org](mailto:resumes@globalkids.org). Please indicate "Assistant Trainer" in the subject line of the email. We are unable to accept any phone, mail, or fax inquiries; please refer to the Global Kids web site for further information, [www.globalkids.org](http://www.globalkids.org).

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Global Kids, Inc. is an equal opportunity employer. We are committed to a policy of equal treatment and opportunity and do not discriminate against employees or applicants for employment on the basis of race, sex, color, national origin, religion, age, citizenship, mental or physical handicap or disability, marital status, sexual orientation, pregnancy, military or veteran status or any other characteristic protected by law.

We continue to support and promote equal employment opportunity, human dignity, and racial, ethnic, and cultural diversity.