



Middle School Program Manager Job Description

Summary/Purpose of the Position

Global Kids, Inc. (GK) is seeking a dynamic, hard-working, and creative individual who is experienced in middle school youth development, global education, social action, and managing staff. Candidates should be interested in working and leading a team based in a New York City public middle school in Brooklyn and be familiar with the Department of Youth and Community Development's SONYC program model. Position available June/July 2018.

Responsibilities include:

Program Design & Implementation

- Work with Director of Middle Schools and collaborate with GK staff and youth to generate new program ideas and content focusing on global and local issues.
- Coordinate, develop and co-facilitate interactive, experiential workshops and activities for GK's weekly school-based SONYC and ExpandEd after-school programs.
- Design programs and activities appropriate for middle school students focusing on socio-emotional health, global/local issues and service learning.
- Organize special events such as field trips, mini-conferences, parent nights, and performances
- Ensure student and Global Kids staff participation in Global Kids citywide events.
- Occasional overnight and long distance travel required.

Contract Management

- Maintain SACC license for school site, including up to date personnel files.
- Conduct attendance outreach, recruitment and retention services including attendance monitoring/data review, data entry, conferences and attendance incentive activities and phone calls to comply with GK and SONYC requirements.
- Remain informed on current DYCD guidelines and contractor responsibilities by attending provider meetings and maintaining contact with DYCD Program Manager.
- Ensure all staff members are aware of, and follow, any changes and new developments to program and contractual expectations guidelines and expectations.
- Maintain all program and student records (digital and hard copy), including but not limited to: workshops, field trips, student sign-in/attendance sheets, and incentive forms.

Supervision and Management

- Manage all day-to-day operations on site and ensure the implementation of quality programming.
- Provide overall support and supervision for school-based staff, including full time trainers/educators, part-time staff, and teaching artists
- Supervise daily management of tasks, facilitate weekly check-ins, conduct program/staff observations with immediate feedback, conduct formal performance evaluation.
- Review and approve bi-weekly time sheets and school sign-in sheets.

Partnerships

- Help navigate, secure resources and build/sustain relationships with participants, parents, school staff, other CBOs, and policy makers.
- Work with school staff (principals, faculty, guidance counselors, parent coordinators, facilities staff etc.) to conduct high quality and safe programming.
- Provide guidance and referrals for social services to youth

Qualifications:

- Advanced degree in related field and 3 years professional experience
- Experience supervising personnel and managing teams.
- Experience working in NYC public schools and with DYCD SONYC programs or afterschool programs.
- Experience/enthusiasm for working with middle school aged youth and 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.

Salary/Benefits: Mid to high 40's, depending on experience. Good benefits and possibilities for travel. We are actively seeking candidates of diverse backgrounds.

To Apply: Please send a resume and cover letter to resumes@globalkids.org. Please indicate "Middle School Program Manager" 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.

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.